SECTION 7.  FILE MAINTENANCE FUNCTION

7.1  File Maintenance Function

   a. Use the File Maintenance Function to create, modify, print, delete, and replace the installation menu and recipe files.  The information you enter is transferred to the dining facilities.  Processes are provided to back up files and load data from them.  You can update cash meal payment costs and account classification.  Another subfunction lets you pass information to the DFOs through their Bulletin Board Screen and allows the IFA to grant or revoke login permissions.  This function contains nine subfunctions and two exit options:

    (1) Master Menu File Maintenance (para 7.2).

    (2) Master Menu Recapitulation (para 7.3).

    (3) Recipe File Maintenance (para 7.4).

    (4) Recipe Cost Maintenance (para 7.5).

    (5) Dining Facility Interface (para 7.6).

    (6) MMP Interface (para 7.7).

    (7) Cash Meal Cost Update (para 7.8).

    (8) DFO Bulletin Board (para 7.9).

    (9) Dining Facility Inquiry Access (para 7.10).

    (10) DFO - TISA MIF Reconciliation (para 7.11).

    (11) Account Classification (para 7.12)

    (12) Exit the IFA File Maintenance Menu and return to the IFA Command Options Menu or system login screen.

b.   Select Option C from the IFA Options Menu (fig. 7.1-1) to review the subfunctions in File Maintenance.

```
IFA OPTIONS:  A B C D E F X
Update & maintain Installation Menu Files


DATE:  15 Aug 95        INSTALLATION FOOD ADVISOR COMMAND MENU        AJK-161
--------------------------------------------- Press F8 for Help -------------


                OPTION CODE   RING MENU SELECTION OPTIONS


                  A          MANAGEMENT INFORMATION REPORTS


                  B          MANAGEMENT INFORMATION INQUIRIES


                  C          INSTALLATION FILE MAINTENANCE


                  D          DATA CONVERSION


                  E          EQUIPMENT REPLACEMENT PROCESS


                  F          RANDOM SURVEY PROCESS


                  X          SIGN OFF IFA SUBSYSTEM
    SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 7.1-1.  IFA File Maintenance Menu Selection.

c.   The IFA File Maintenance Menu (fig. 7.1-2) is displayed.

```
IFA FILE MAINTENANCE:   A  B  C  D  E  F  G  H  I  J  K  R  X
Master Menu


 DATE:  20 Nov 00          INSTALLATION FILES MAINTENANCE MENU      AJK-165


-------------------------------------------- Press F8 for Help ------------


OPTION     DESCRIPTION                   OPTION     DESCRIPTION


  A        MASTER MENU                     G        CASH MEAL COST UPDATE
  B        MASTER MENU RECAPITULATION      H        DFO BULLETIN BOARD
  C        RECIPES                         I        DFO INQUIRY ACCESS
  D        COMPUTE COST                    J        DFO TISA MIF RECONCILIATION
  E        DINING FACILITY INTERFACE       K        ACCT CLASSIFICATION UPDATE
  F        MPP INTERFACE                   R        RETURN TO IFA MENU
                                           X        EXIT


   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.1-2.  IFA File Maintenance Menu Screen (AJK-165).

7.2  Master Menu File Maintenance Subfunction

a.   Use the Master Menu File Maintenance Subfunction to add, update, delete, print, and replace the Master Menu and other menus for your installation.  Processes are provided to back up and load the Master Menu File (MMF).  This subfunction contains four processes and two exit options:

(1)   Master Menu - Update (para 7.2.1).

(2)   Master Menu - Print (para 7.2.2).

(3)   Master Menu - Load (para 7.2.3).

(4)   Master Menu - Backup (para 7.2.4).

(5)   Exit the Master Menu File Maintenance Menu and return to the Installation Files Maintenance Menu or system login screen.

   b.   To access the Master Menu Maintenance Options Menu from the IFA Options Menu, select the options in figure 7.2-1.
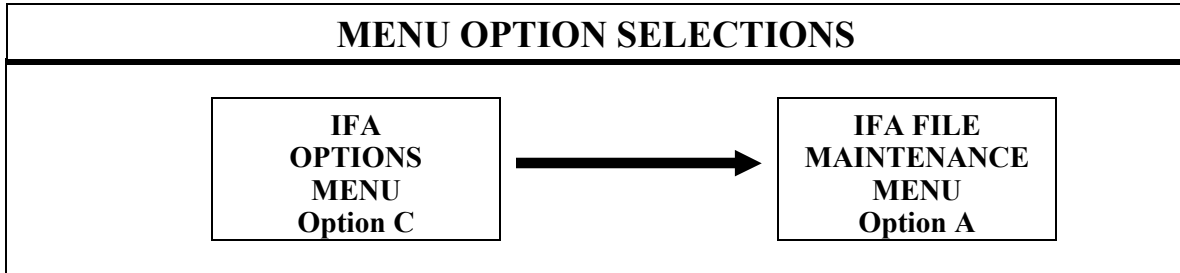


Figure 7.2-1.  Master Menu Maintenance Options Selection.

   c.   The Master Menu File Maintenance Menu (fig. 7.2-2) is displayed.

```
MASTER MENU MAINT. OPTIONS:  A B C D R X
Allows the user to add/delete data on the Master Menu


                MASTER MENU FILE MAINTENANCE MENU              AJK-166


--------------------------------------------- Press F8 for Help -------------


              OPTION CODE   RING MENU SELECTION OPTIONS


                  A        UPDATE MASTER MENU


                  B        PRINT MASTER MENU


                  C        LOAD MASTER MENU


                  D        BACK UP MASTER MENU


                  R        RETURN TO FILE MAINTENANCE MENU


                  X        EXIT THE IFA PROGRAM


   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 7.2-2.  Master Menu File Maintenance Menu (AJK-166).

7.2.1  Master Menu - Update Process.

a.    Use the Master Menu - Update Process to add, change, or delete the installation Master Menu and other menus.  Use the Master Menu - Year Change subprocess to roll the Master Menu dates forward for the upcoming year.  This process contains five subprocesses and two exit options:

(1)    Master Menu - Add (para 7.2.1.1).

(2)    Master Menu - Change (para 7.2.1.2).

(3)    Master Menu - Delete (para 7.2.1.3).

(4)    Master Menu - Year Change (para 7.2.1.4).

(5)    Master Menu - Global Change (para 7.2.1.5).

(6)    Exit the Master Menu Update Options Menu and return to the Master Menu File Maintenance or system login screen.

b.    To access the Master Menu Update Options Menu from the IFA Options Menu, select the options in figure 7.2-3.
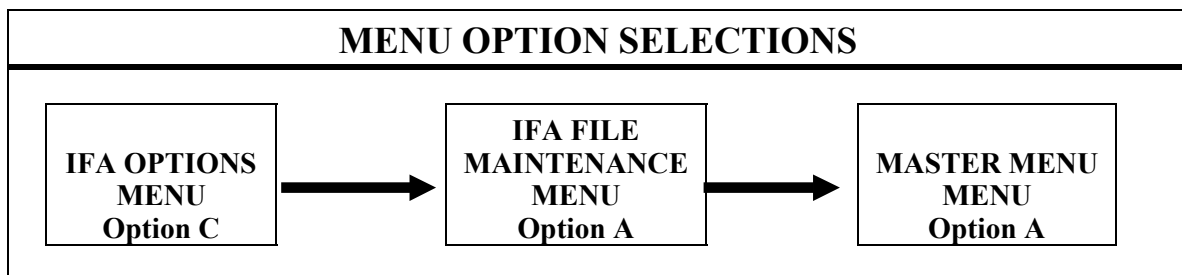


Figure 7.2-3.  Master Menu Update Options Menu Selection.

c.   When you select Update from the Master Menu Maintenance Options Menu, the Master Menu File Maintenance Warning Screen - Update (fig. 7.2-4) is displayed:

```
              ***************** WARNING ****************
This process requires the exclusive use of the Master Menu(mmf) table.


              *****************************************

















Press the <C> key to continue  Press the <DELETE> key to cancel this process.
```
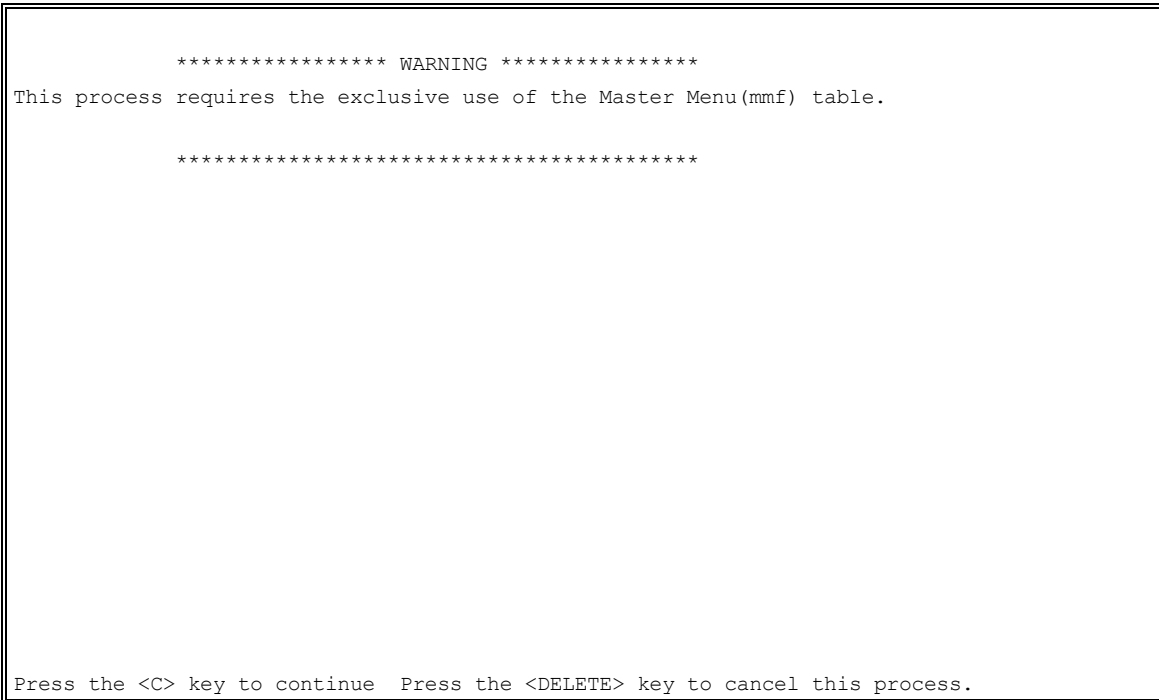
Figure 7.2-4.  Master Menu File Maintenance Warning Screen - Update.

(1)   Enter C to continue this process.

OR

(2)   Press [DELETE] to end processing.  The Master Menu File Maintenance Menu is displayed.

d.  If you select C, the Master Menu Update Options Menu (fig. 7.2-5) is displayed.

```
MASTER MENU UPDATE OPTIONS:  A B C D E R X
To add new menus


DATE:  15 Sep 95        MASTER MENU UPDATE OPTIONS MENU              AJK-173
-------------------------------------------- Press F8 for Help -------------
                   OPTION CODE   RING MENU SELECTION OPTIONS


                       A          ADD NEW MENUS


                       B          MODIFY EXISTING MENUS


                       C          DELETE MENUS


                       D          ROLL MENU DATES FORWARD (NEW CALENDAR YEAR)


                       E          GLOBAL MASTER MENU MAINTENANCE


                       R          RETURN TO MASTER MENU MAINTENANCE MENU


                       X          EXIT IFA PROCESSING


    SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 7.2-5.  Master Menu Update Options Menu (AJK-173).

7.2.1.1  Master Menu - Add Subprocess.  Use this subprocess to add master menus and other menus to the Master Menu File (MMF).

7.2.1.1.1  Processing Restrictions.  None.

7.2.1.1.2  Processing Materials. For more information, use the following materials:

a.  The Master Menu SB 10-260 or other menu data for the menu you are adding.

b.  Print a copy of the Recipe Index Report (PCN AJK-OO1).  This report contains a current list of AFMIS recipe numbers.

7.2.1.1.3  Master Menu Maintenance - Add Screen AJK-101.  To add a menu, select Option A from the Master Menu Update Options Menu.  The Master Menu Maintenance - Add Screen (fig. 7.2-6) is displayed.

```
DATE:  15 Sep 95        MASTER MENU MAINTENANCE                        AJK-101
ADD
TYPE OF MEAL:  M
MENU DATE:     15/09/95
MENU MEAL:     A



(This process updates the Master and/or Recap Menu files.  Please provide the
 above information about the menu you wish to update.)


Type of Menus                              Type of Meals
------------------------        ------------------------------------------
M = Master Menu                 A = Breakfast          F = Brunch
R = 14 day Reserve Menu         B = Lunch              G = Supper
E = Installation Exercise       C = Short Order        H = Night Breakfast
B = B Ration                    D = Dinner             I = Night Dinner
T = T Ration                    E = Dinner Short Order
X = Box Lunch
z = B/T Ration                       Press <DELETE> Key to Cancel Program.


```

Figure 7.2-6.  Master Menu Maintenance - Add Screen (AJK-101).

      a.   Enter a menu letter from the screen display and the cursor moves to the MENU DATE/DAY field.

      b.   Enter a menu date or day and press [Enter].

      c.   Enter a meal letter from the screen display and press [Enter].

      d.   When you enter data for a menu already on file, a message is displayed:  **(Type Menu) RECORDS FOR <u>meal and date</u> ALREADY EXIST.  DO YOU WISH TO UPDATE THESE RECORDS (Y/N)?**

          (1)   Enter Y to review this menu.  The Master Menu - Change Screen AJK-102 is displayed.  See paragraph 7.2.1.2.3.d. for processing instructions.

<div align="center">OR</div>

          (2)   Enter N to end processing.  The Master Menu Update Options Menu is displayed.

      e.   The Master Menu - Add Screen AJK-102 (fig. 7.2-7) is displayed.

      (1)   The menu type, date or day, and meal from Screen AJK-101 are displayed.  The cursor is positioned in the RECIPE field.

```
DATE:  15 Sep 95        MASTER MENU                                AJK-102
ADD                          Breakfast      09/01/1995



  RECIPE          RECIPE NAME
  C00500    COFFEE (AUTOMATIC URN)
  D00101    BAKING POWDER BISCUITS (
  D02200    FRENCH TOAST
  D02500    PANCAKES
  E00101    HOT HOMINY GRITS (QUICK-
  F00400    COOKED EGGS (HARD)
  F00700    GRIDDLE FRIED EGGS (COOK
  F00806    HAM AND CHEESE OMELET            <ESC> Key Update Database
  L00200    OVEN FRIED BACON
  L03000    CREAMED GROUND BEEF             <DELETE> Key cancel processing
  L08901    BAKED SAUSAGE PATTIES
  Q04602    HASH BROWN POTATOES (F
  S00400    BULK MILK
```

Figure 7.2-7.  Master Menu - Add Screen (AJK-102).

      (2)   Enter a recipe number and press [Enter].  The recipe name is displayed and the cursor moves to the next RECIPE field.  To add more recipes, repeat this step.

      (3)   Use the following keys to review and change your entries:

(a)   To view more recipes, use the [F3] key to page forward (fig. 7.2-8) and [F4] to page back.

```
DATE:  15 Sep 95              MASTER MENU                        AJK-102
ADD                    Breakfast      09/01/1995



  RECIPE        RECIPE NAME
   S00200   ASST FRZ JUICES
   S00201   CANNED JUICE
   S00501   HOT CHOCOLATE
   S00601   ASST DRY CEREAL
   S00602   INSTANT OATMEAL
   S00800   ASST. BREADS
   S00900   BUTTER/MARGARINE
   S01000   JAMS/JELLIES                   <ESC> Key Update Database
   S01700   LEMON WEDGES
   _____                                  <DELETE> Key cancel processing
   _____
   _____
   _____

```

Figure 7.2-8.  Master Menu - Add Screen (View More Recipes).

(b)   To add a recipe, press [F1] to open a space on the screen.  Enter a recipe number and press [Enter].  The recipe name is displayed.  If you don't want to add it, press [F2] to delete the space.
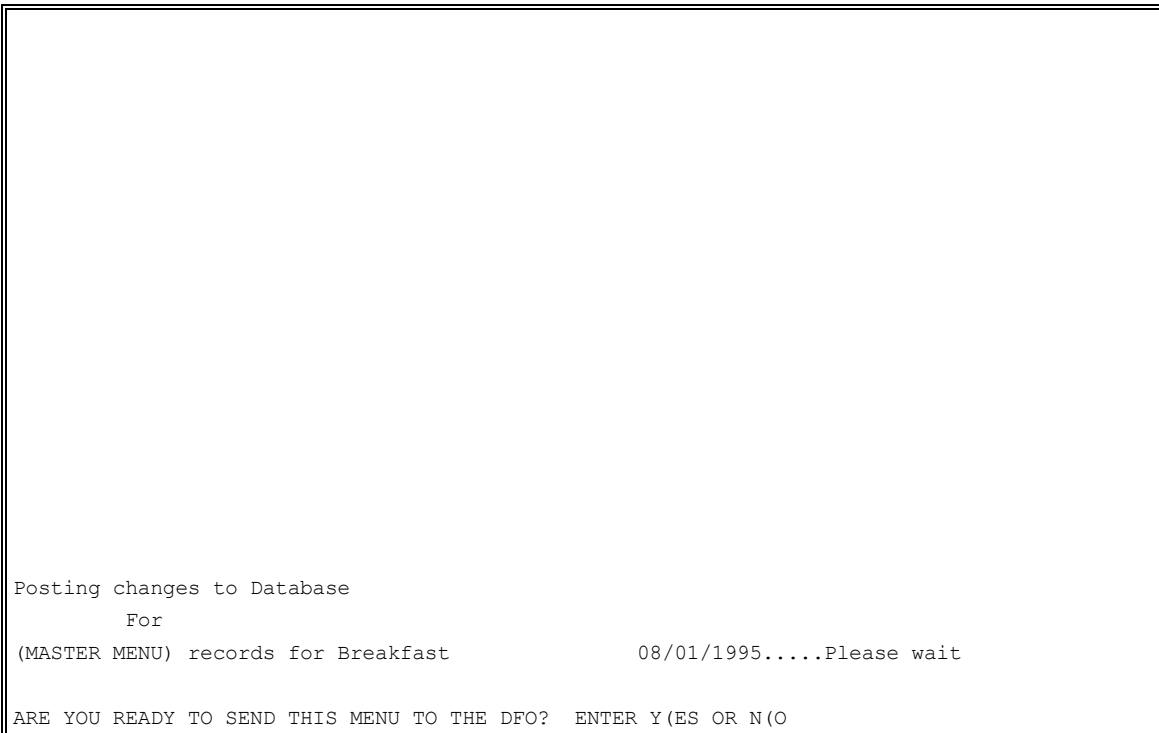
(c)    To delete a recipe, move the cursor to the recipe (fig. 7.2-9) and press [F2]. That recipe is deleted and the next one is displayed.

```
DATE:  15 Sep 95        MASTER MENU                              AJK-102
ADD                          Breakfast      09/01/1995



  RECIPE          RECIPE NAME
  C00500    COFFEE (AUTOMATIC URN)
  D00101    BAKING POWDER BISCUITS (
  D02200    FRENCH TOAST
  D02500    PANCAKES
  E00101    HOT HOMINY GRITS (QUICK-
  F00400    COOKED EGGS (HARD)
  F00700    GRIDDLE FRIED EGGS (COOK
  F00806    HAM AND CHEESE OMELET          <ESC> Key Update Database
  L00200    OVEN FRIED BACON
  L03000    CREAMED GROUND BEEF            <DELETE> Key cancel processing
  L08901    BAKED SAUSAGE PATTIES
  L07101    GRILLED HAM SLICES
  Q04602    HASH BROWN POTATOES (F
  S00100    ASSORTED FRUIT
  _____
```

Figure 7.2-9.  Master Menu - Add Screen (example).

(4)    When you finish your entries, press [F6] to update your files.  The following messages (fig. 7.2-10) are displayed:  **Posting changes to Database for (type menu) records for meal and date . . . . . Please wait**; then, **ARE YOU READY TO SEND THIS MENU TO THE DFO?  ENTER Y(ES OR N(O**.

```
Posting changes to Database
        For
(MASTER MENU) records for Breakfast              08/01/1995.....Please wait


ARE YOU READY TO SEND THIS MENU TO THE DFO?  ENTER Y(ES OR N(O
```

Figure 7.2-10.  Master Menu Transfer Message Screen - Add.

(a)    Enter Y and the message **PROCESSING - PLEASE WAIT** is displayed while the menu is being transferred.  Another message is displayed:  **MENU RECORDS HAVE BEEN TRANSFERRED.  PRESS RETURN TO CONTINUE.**  Press [Enter] and another message is displayed: **Menu for meal and date Updated.  PRESS RETURN TO CONTINUE.**  Press [Enter] and the Master Menu Update Options Menu is displayed.

OR

(b)    Enter N and the Master Menu Update Options Menu is displayed.

f.    To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.2.1.5 for processing instructions.

g.    Deleted.

7.2.1.1.4  Outputs.  No reports are printed during this subprocess.  The menu you create is added to the MMF.

7.2.1.2  Master Menu - Change Subprocess.  Use this subprocess to review and change master menus and other menus.

7.2.1.2.1  Processing Restrictions.  None.

7.2.1.2.2  Processing Materials.  For more information, use the following materials:

     a.   The Master Menu SB 10-260 or other data for the menu you are changing.

     b.   A copy of the Recipe Index Report (PCN AJK-OO1).  See paragraph 6.7.5 for printing instructions.  This report contains a current list of AFMIS recipe numbers.

     c.   A copy of the Installation Menu Board changes.

7.2.1.2.3  Master Menu Maintenance - Change Screen AJK-101.  To review or change a menu, select B from the Master Menu Update Options Menu.  The Master Menu Maintenance - Change Screen (fig. 7.2-11) is displayed.

```
DATE:  15 Sep 95        MASTER MENU MAINTENANCE                    AJK-101
CHANGE
TYPE OF MEAL:  Û
MENU DATE:         _____
MENU MEAL:        _


(This process updates the Master and/or Recap Menu files.  Please provide the
 above information about the menu you wish to update.)


Type of Menus                          Type of Meals
------------------------        -----------------------------------------
M = Master Menu                 A = Breakfast         F = Brunch
R = 14 day Reserve Menu         B = Lunch             G = Supper
E = Installation Exercise       C = Short Order       H = Night Breakfast
B = B Ration                    D = Dinner            I = Night Dinner
T = T Ration                    E = Dinner Short Order
X = Box Lunch
Z = B/T Ration                       Press <DELETE> Key to Cancel Program.
```

Figure 7.2-11.  Master Menu Maintenance - Change Screen (AJK-101).

a. Enter a menu letter from the screen display and the cursor moves to the MENU DATE/DAY field.

b. Enter a menu date or day and press [Enter].

c. Enter a meal letter from the screen display and press [Enter].

d. A message is displayed: **Database search in progress for (menu type) for <u>meal and date</u> . . . Please wait**. Then, the Master Menu - Change Screen AJK-102 (fig. 7.2-12) is displayed.

    (1) The menu type, date or day, recipe number, and name are displayed. Fifteen recipes are displayed at a time. The cursor is positioned in the RECIPE field for the first recipe.

```
DATE:  15 Sep 95              MASTER MENU                      AJK-102
CHANGE                    Breakfast    09/01/1995



  RECIPE        RECIPE NAME
  C00500   COFFEE (AUTOMATIC URN)
  D00101   BAKING POWDER BISCUITS (
  D02200   FRENCH TOAST
  D02500   PANCAKES                     F1 Key Add a Recipe
  E00101   HOT HOMINY GRITS (QUICK-     F2 Key Delete a Recipe
  F00400   COOKED EGGS (HARD)              Delete a Duplicate Recipe
  F00700   GRIDDLE FRIED EGGS (COOK        Delete a Blank line
  F00806   HAM AND CHEESE OMELET        F3 Key advance to next page
  L00200   OVEN FRIED BACON             F4 Key return to previous page
  L03000   CREAMED GROUND BEEF          F6 Key Update Database
  L07103   GRILLED HAM SLICES           F7 Key Restore Recipe Number
  L08901   BAKED SAUSAGE PATTIES        <DELETE> Key cancel processing
  S00100   ASSORTED FRUIT
  S00200   ASST FRZ JUICES              Use Arrow & Return keys to
  S00201   CANNED JUICE                 move between fields and rows
```

Figure 7.2-12. Master Menu - Change Screen (AJK-102).

    (2) You can review the menu by using the following keys:

      (a) Use the [Enter] or ARROW keys to scroll forward and review individual recipe numbers.

(b)     To view more recipes, use the [F3] key to page forward (fig. 7.2-13) and
[F4] to page back.

```
DATE:  15 Sep 95                MASTER MENU                      AJK-102
CHANGE                      Breakfast      09/01/1995


  RECIPE        RECIPE NAME
  S00400    BULK MILK
  S00500    TEA BAGS
  S00601    ASST DRY CEREAL
  S00700    SYRUP                          F1 Key Add a Recipe
  S00800    ASST BREADS                    F2 Key Delete a Recipe
  S00900    BUTTER/MARGARINE                  Delete a Duplicate Recipe
  S01000    JAMS/JELLIES                      Delete a Blank line
  S01700    LEMON WEDGES                   F3 Key advance to next page
  _____                                 F4 Key return to previous page
  _____                                F6 Key Update Database
  _____                                F7 Key Restore Recipe Number
  _____                                <DELETE> Key cancel processing
  _____
  _____                                Use Arrow & Return keys to
  _____                                move between fields and rows
```

Figure 7.2-13.  Master Menu - Change Screen (View More Recipes).

(3)     Menu Changes.  You can change the menu by using the following keys to add
and delete recipe numbers.

(a)     To add a recipe, press [F1] to open a space on the screen.  Enter a recipe
number and press [Enter].  The recipe name is displayed.  If you don't want to add it, press [F2]
to delete the space.

NOTE:  Due to a programming problem, when you add a recipe and then delete it, the recipe is not
deleted from the file.   Until the program is corrected, use the following steps:

a.  When you finish your entries, press [F6] to update the menu.

b.  Review the menu again and use [F2] to delete the recipes you don't want.

c.  When you finish your changes, press [F6].

When you delete the recipe a second time, it is removed from the file.

(b)    To delete a recipe, move the cursor to the recipe (fig. 7.2-14) and press [F2].  That recipe is deleted and the next one is displayed.
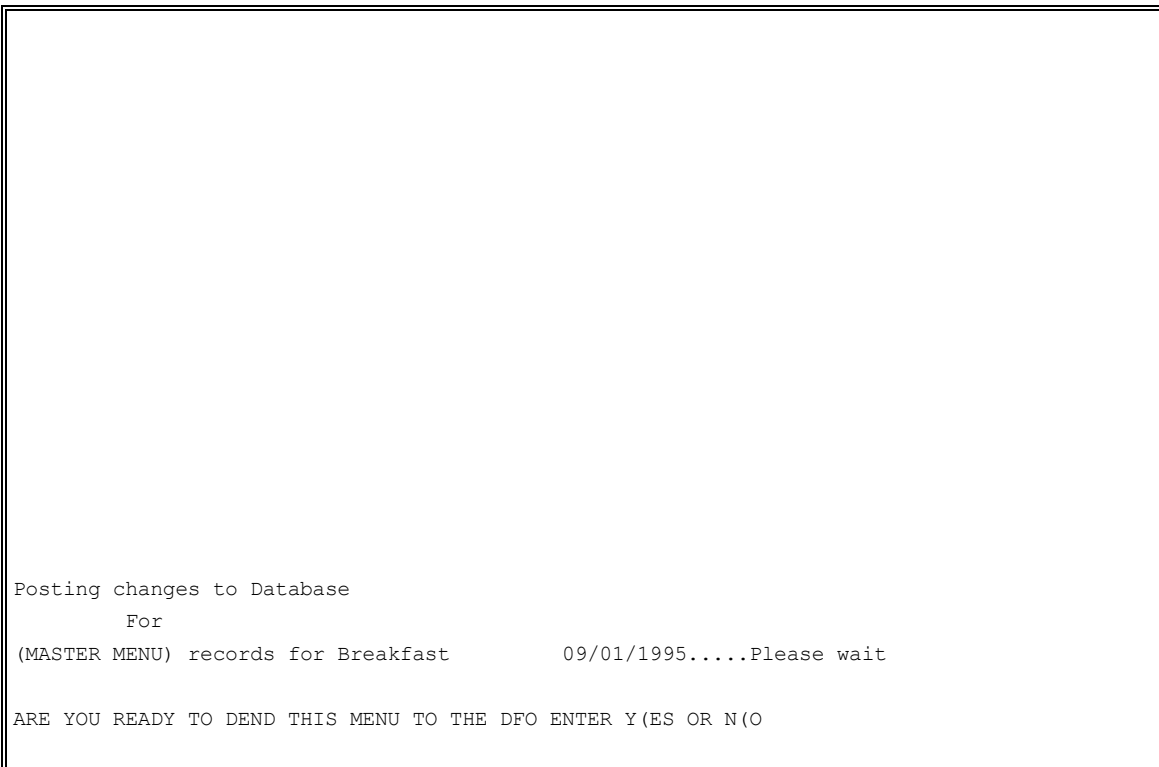
NOTE: The F7 key doesn't work. If you delete a recipe you can't restore it. Enter it again.

```
DATE:  15 Sep 95              MASTER MENU                      AJK-102
CHANGE                    Breakfast    09/01/1995



   RECIPE        RECIPE NAME
   C00500    COFFEE (AUTOMATIC URN)
   D00101    BAKING POWDER BISCUITS (
   D02200    FRENCH TOAST
   D02500    PANCAKES                     F1 Key Add a Recipe
   D02509    WAFFLES FROZEN BROWN AN-     F2 Key Delete a Recipe
   E00101    HOT HOMINY GRITS (QUICK-        Delete a Duplicate Recipe
   F00400    COOKED EGGS (HARD)              Delete a Blank line
   F00700    GRIDDLE FRIED EGGS (COOK     F3 Key advance to next page
   F00806    HAM AND CHEESE OMELET        F4 Key return to previous page
   L00200    OVEN FRIED BACON             F6 Key Update Database
   L03000    CREAMED GROUND BEEF          F7 Key Restore Recipe Number
   L08901    BAKED SAUSAGE PATTIES        <DELETE> Key cancel processing
   S00100    ASSORTED FRRUIT
   S00200    ASST FRZ JUICES              Use Arrow & Return keys to
   S00201    CANNED JUICE                 move between fields and rows
```

Figure 7.2-14.  Master Menu - Change Screen (example).

(4)   When you finish your entries, press [F6] to update your files.  The following messages (fig. 7.2-15) are displayed:  **Posting changes to Database for (type menu) records for <u>meal and date</u> . . . . . Please wait**; then, **ARE YOU READY TO SEND THIS MENU TO THE DFO?  ENTER Y(ES OR N(O**.

```
Posting changes to Database
        For
(MASTER MENU) records for Breakfast        09/01/1995.....Please wait


ARE YOU READY TO DEND THIS MENU TO THE DFO ENTER Y(ES OR N(O
```

Figure 7.2-15.  Master Menu Transfer Message Screen - Change.

NOTE:  DO NOT use this process to send updated menus to the DFOs.  Due to a programming problem, the transfer portion of this process does not work correctly.  It corrupts the DFO Master Menu File (MSTMENU) by causing duplicates.  Until this problem is corrected, use the Dining Facility Interface Subfunction (para 7.8) to transfer all menus.

(a)    Enter Y and the message **PROCESSING - PLEASE WAIT** is displayed while the menu is being transferred.  Another message is displayed:  **MENU RECORDS HAVE BEEN TRANSFERRED.  PRESS RETURN TO CONTINUE.**  Press [Enter] and another message is displayed:  **Menu for <u>meal and date</u> Updated.  PRESS RETURN TO CONTINUE.**

OR

(b)    Enter N and a message is displayed:  **Menu for <u>meal and date</u> Updated. PRESS RETURN TO CONTINUE.**

(5)    Press [Enter] and another message is displayed:  **DO YOU WANT TO UPDATE ANOTHER MENU (Y/N)?**

(a)    Enter Y to update another menu.  The Master Menu Maintenance Screen AJK-101 is displayed.

OR

(b)    Enter N to end processing.  The Master Menu Update Options Menu is displayed.

e.    To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.2.1.5 for processing instructions.

f.    Deleted.

<u>7.2.1.2.4  Outputs</u>.  No reports are printed during this subprocess.  The MMF is updated.

<u>7.2.1.3  Master Menu - Delete Subprocess</u>.  Use this subprocess to delete master menus and other menus.

<u>7.2.1.3.1  Processing Restrictions</u>.  None.

<u>7.2.1.3.2  Processing Materials</u>.  None.

7.2.1.3.3  Delete Menu Records Screen AJK-103.  To delete a menu, select C from the Master Menu Update Options Menu.  The Delete Menu Records Screen (fig. 7.2-16) is displayed.

```
                    <DELETE> Key cancels this process


DATE:  15 Sep 95                                           AJK-103
                    DELETE MENU RECORDS



Menu Type  M    (Enter a code from the list below)



-------------------------        -----------------------------------------
M = Master Menu                  A = Breakfast        F = Brunch
R = 14 day Reserve Menu          B = Lunch            G = Supper
E = Installation Exercise        C = Short Order      H = Night Breakfast
B = B Ration                     D = Dinner           I = Night Dinner
T = T Ration                     E = Dinner Short Order
X = Box Lunch                          Press <DELETE> Key to Cancel Program.
Z = B/T Ration


From  09/01/1995  To  09/10/1995


Meal Û      <===Enter meal code or (ALL) to delete all meals for these dates)
```

Figure 7.2-16.  Delete Menu Records Screen (AJK-103).

     a.   Enter a menu letter from the screen display and press [Enter].

     b.   Enter the starting menu date or day and press [Enter].  Enter the ending date or day and press [Enter].

     c.   Enter a meal letter or ALL and press [Enter].

     d.   A message is displayed:  **Confirm records to be deleted Y/N?**

        (1)   Enter Y to delete the menu records.

<div align="center">OR</div>

        (2)   Enter N to change the menu type, date, or meal.  The Delete Menu Records Screen is redisplayed.

       (a)   To re-enter data, follow steps b and c.

<div align="center">OR</div>

       (b)   Press [DELETE] to interrupt processing.  An Interrupt Ring Menu is displayed.  See paragraph 7.2.1.5 for processing instructions.

    e.   If you select Y, a message is displayed:  **RECORDS HAVE BEEN DELETED. PRESS RETURN TO CONTINUE.**  Press [Enter] and the Master Menu Update Options Menu is displayed.

    f.   Deleted.

7.2.1.3.4  Outputs.  No reports are printed during this subprocess.  The menus you choose are deleted from the MMF.

7.2.1.4  Master Menu - Year Change Subprocess.  Use this subprocess to roll the Master Menu dates forward for the upcoming year.  Part of processing includes checking the IFA MMF to make sure there is a complete set of menus on file and checking the DFO Master Menu File (MSTMENU) to make sure current menus are on file for November and December.  It also deletes DFO MSTMENU files through October of the current year to get the file ready for next year's menus.

7.2.1.4.1  Processing Restrictions.  Because it can corrupt the Master Menu File, DO NOT turn off your computer until this subprocess is complete.  You can't run this subprocess before 1 November.  If you try to, an error message is displayed and processing ends.  Complete the following steps before you start this subprocess.

    a.   Make sure you have a complete set of menus on file for the current year.

    b.   Make sure you transfer November and December menus for the current year to the DFOs.

    c.   Notify the DFOs before you start.  They can't process new production schedules or use the Master Menu Inquiry while it is running.

    d.   Processing takes approximately 2 hours.

7.2.1.4.2  Processing Materials.  None.

7.2.1.4.3  Master Menu Year Change Message Screen.  To start changing the menu year, select D from the Master Menu Update Options Menu.  The Master Menu Year Change Message Screen (fig. 7.2-17) is displayed.

```
This process changes the year on the Master Menu.


















Press the <C> key to continue  Press the <DELETE> key to cancel this process
```
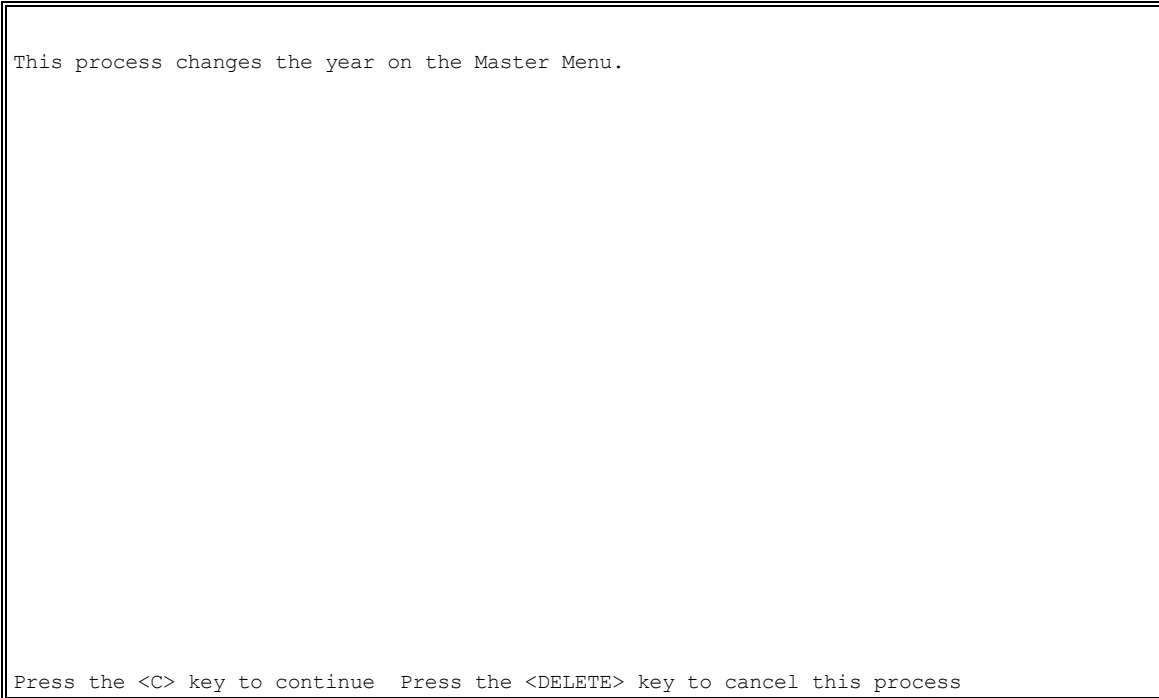
Figure 7.2-17.  Master Menu Year Change Message Screen.

a.   To continue processing, enter C.

OR

b.   To end processing, press [DELETE].  The Master Menu Update Options Menu is displayed.

c. If you select C, another message screen (fig. 7.2-18) is displayed.

```
Please wait, the change to the Master Menu has started.  DO NOT TURN OFF THE
COMPUTER until the change process has been completed.  This process produces
reports if menu dates are missing from either master menu file.  If none
are missing then negative reports are produced and the process proceeds to
changing the year.

Upon completion of the year change, a report will be printed.

DO NOT WORK IN ANY PROCESSES DEALING WITH THE MASTER MENUS ON EITHER DATABASE
UNTIL THIS PROCESS HAS FINISHED.




                           PROCESSING - PLEASE WAIT
```

Figure 7.2-18.Master Menu Year Change Message Screen - IFA Master Menu Records Check.

(1) If there are missing Master Menu records on the MMF, an error message is displayed: **Master menu records missing - pick up error listing at printer.** Then, the Master Menu Update Options Menu is displayed.

(a) The Missing Menu Dates From Master Menu File for _____ Report (PCN AJK-IH1) is printed. Menus must be entered for these dates before you can run this subprocess successfully.

(b) When no menu dates are missing, the IFA Operations Negative Report (PCN AJK-IH2) is printed. Then, the program begins checking the DFO Master Menu File (MSTMENU) for missing dates.

(2)    If you did not transfer November and December menus to the DFOs, an error message screen (fig. 7.2-19) is displayed.

```
Menu records must be transferred to dining facilities before this
process is run - pick up error listing at printer.



* * * * * * * * * * CLEAR SCREEN TO NEW DISPLAY  * * * * * * * * * * * * * *




No Master menu records were found missing.  The dining facilities' master
menu is being checked.










                        PROCESSING - PLEASE WAIT
```

Figure 7.2-19.Master Menu Year Change Message Screen - DFO Master Menu Records Check.

(a)    The Master Menu Update Options Menu is displayed.

(b)    The Missing Menu Dates From _____ to _____ on MSTMENU Report (PCN AJK-PO1) is printed.  You must transfer menus for dates listed on the report before you can run this subprocess successfully.

(c)    If no dates are missing, the IFA Operation Negative Report (PCN AJK-PO2) is printed.  Then, the message **PROCESSING - PLEASE WAIT** is displayed while the DFO menus are deleted and the menu year is changed on the IFA MMF.

(3)    The Deleting of the MSTMENU on the DFO Database Report (PCN AJK-IJ1) is printed after the old menu records for this year are deleted from the DFO file.

(4)    When the year change is complete, the following messages are displayed:  **The year change has finished.  Check the printer for a report. PRESS RETURN TO CONTINUE.**

(5)    The Completion of Year Change for＿＿＿＿ on the MMF Report (PCN AJK-II1) is printed.  Then, the Master Menu Update Options Menu is displayed.

d.    To exit this menu, enter R.  The Master Menu Maint. Options Menu is displayed.

e.    Notify the DFOs when processing is completed.

f.    Use the DFO Interface subfunction (para 7.8) to transfer the new menus to the DFO MSTMENU File.

7.2.1.4.4  Outputs.

a.    The following reports can be printed during this subprocess:

(1)    Missing Menu Dates From Master Menu File for＿＿＿＿＿ Report (PCN AJK-IH1).

(2)    IFA Operations Negative Report (PCN AJK-IH2).

(3)    Missing Menu Dates From＿＿＿＿＿ to＿＿＿＿＿ on MSTMENU Report (PCN AJK-PO1).

(4)    IFA Operations Negative Report (PCN AJK-PO2).

(5)    Deleting of the MSTMENU on the DFO Database Report (PCN AJK-IJ1).

(6)    Completion of Year Change for＿＿＿ on the MMF Report (PCN AJK-II1).

b.    You are not required to file these reports.  See appendix C for an example of each.

7.2.1.4.5  Process Interrupt Ring Menu.  This ring menu (fig. 7.2-20) is displayed when you press [DELETE].  Use it to start over, continue processing, return to the Master Menu Update Options Menu, or exit processing.

```
INTERRUPT MENU:   A   B   R   X
Continue Processing
```

Figure 7.2-20.  Process Interrupt Ring Menu.

     a.   Select A to continue processing and the cursor moves back to the last data entry field you complete.

     b.   Select B to start over and the first data entry screen you are working in is displayed.

     c.   Select R and the Master Menu Update Options Menu is displayed.

     d.   Select X and the system login screen is displayed.

7.2.1.5  Master Menu - Global Master Menu Maintenance Subprocess.  Use this subprocess to add, replace, and or delete menu items for selected meals, for a range of dates from the Master Menu File (MMF).

7.2.1.5.1  Processing Restrictions.  There must be menus present for each of the Master Menu dates that are selected for the ADD process.

7.2.1.5.2  Processing Materials.  For more information, use the following materials:

     a.   The installation Master Menu, or other menu data for the menu you want to add/delete.

     b.   Print a copy of the Recipe Index Report (PCN AJK-OO1).  This report contains a current list of AFMIS recipe numbers.

7.2.1.5.3  Master Menu Maintenance - Global Master Menu Maintenance Screen AJK-023.  To add, replace, or delete menu items for a range of dates, select Option E from the Master Menu Update Options Menu.  The Global Master Menu Maintenance screen (fig. 7.2-20.1) is displayed.

```
 [                                                                      ]
DATE: [15 Sep 95]        GLOBAL MASTER MENU MAINTENANCE              AJK-023


TYPE OF GLOBAL CHANGE:  ADD [Û]    REPLACE [ ]     DELETE [ ]
RECIPE NUMBER:   [     ]  RECIPE NAME:  [                        ]
REPLACED BY  :   [     ]  RECIPE NAME:  [                        ]


                MENU DATES FROM:  [        ] TO [        ]
                MENU MEAL: [ ]
Type of Meals
----------------------
A = Breakfast
B = Lunch
C = Short Order
D = Dinner




Press <DELETE> to exit the process.
Enter X for one of the options
```

Figure 7.2-20.1.  Global Master Menu Maintenance Screen (AJK-023).

        a.    The cursor is positioned in the TYPE OF GLOBAL CHANGE - ADD field.  Three options are available for the type of global changes.

(1)    ADD - option allows you to add a menu item to all the selected meals for the selected range of menu dates you choose.

(2)    REPLACE - option allows you to substitute a new menu item for an item presently on the Master Menu.  This will substitute the new item for every occurance of the old item.

(3)    DELETE - option allows you to remove a specific menu item from the Master Menu for the selected dates you choose.

(4)    Use the [Enter] or ARROW keys to move between the options you want to select.

b.    Enter X in the option field you want and press [Enter].  The cursor moves to the RECIPE NUMBER field.

---

NOTE:  After you press [Enter] you cannot return to the TYPE GLOBAL CHANGE field. You must interrupt the process to return and choose another change option.  See paragraph 7.2.1.5.3.2 for processing instructions.  The processing steps are the same for Add and Delete options.

---

7.2.1.5.3.1  Type of Global Change - ADD/DELETE.  To begin a global recipe change for either of these options, use the following processing steps:

```
[                                                                    ]
DATE: [15 Sep 95]        GLOBAL MASTER MENU MAINTENANCE              AJK-023


TYPE OF GLOBAL CHANGE:  ADD [X]    REPLACE [ ]      DELETE [ ]
RECIPE NUMBER:   [L00100]  RECIPE NAME:  [OVEN FRIED BACON SLICES (]



                   MENU DATES FROM:  [Û        ] TO [          ]
                   MENU MEAL: [ ]
Type of Meals
----------------------
A = Breakfast
B = Lunch
C = Short Order
D = Dinner






Press <DELETE> to exit the process.
Enter the recipe number
```

Figure 7.2-20.2.  Global Master Menu Maintenance Screen - ADD/DELETE (example).

a.   Enter the recipe number you want to add and press [Enter].  If the recipe you enter is not on file, the following message is displayed:  **THE ENTERED RECIPE NUMBER IS NOT FOUND.  PLEASE REENTER.**

b.   After you enter a valid recipe number, the recipe name will be displayed and the cursor moves to the MENU DATES FROM field.

c.   Enter the FROM range of menu dates and press [Enter].  The cursor moves to the MENU DATES TO field.

d.   Enter the TO range of menu dates and press [Enter].  The cursor moves to the MENU MEAL field.

e.  Enter the type of meal (from screen display) and press [Enter].  The message **Are these entries correct?  enter Y(es  or N(o** is displayed.

f.  To interrupt processing press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.2.1.5.4 for processing instructions.

(1)  Enter N to cancel your current entries.  The Global Master Menu Maintenance Screen AJK-023 is redisplayed.  You can enter new data.

OR

(2)  Enter Y and the following messages are displayed:

(a)  When you are doing a global change for the ADD option, the series of messages are:  **Checking for missing menu dates ..... Please wait ..**.  If missing menu dates are found, the message **MISSING MENU DATES WERE FOUND. CHECK PRINTER FOR REPORT.**  is displayed.  Then, the Missing Menu Dates Report PCN AJK-GS1 is printed.  Another message **Process not completed, data reversed** is displayed briefly followed by **Press <RETURN> to restart process.**

(1)  Press [Enter] to redisplay the Master Menu Options Menu.  Select option A to add the new menus specified in the printed report.

(2)  If no missing dates were found, the message **No missing dates were found.  Negative report was printed.** is displayed.  Then, the Global Master Menu Negative Report PCN AJK-GS2 is printed.  Followed by the message **Recipe number ____  has been added.**

(b)  When you are doing a global change for the DELETE option, the series of messages are:  **Recipe number ____  will be globally deleted ..... Please wait ..**,  followed by **Recipe number ____  has been deleted for that date and meal.**  If there are no recipes listed for the selected dates, the message **NO RECORDS WERE DELETED.  RECIPE NUMBER WAS NOT FOUND.** is displayed.  Then, the message: **Do you wish to repeat the Global process?  Y)es or N)o.** is displayed.

(1)  Enter Y and press [Enter].  The Global Master Menu Maintenance Screen AJK-023 is displayed.  You can choose another type of global change.

OR

(2)  Enter N and press [Enter].  The Master Menu Update Options Menu AJK-173 is displayed.  You can choose another option.

7.2.1.5.3.2  Type of Global Change - REPLACE.  To begin a global recipe change for the Replace option, use the following processing steps:

```
 [                                                                       ]
DATE: [15 Sep 95]        GLOBAL MASTER MENU MAINTENANCE              AJK-023


TYPE OF GLOBAL CHANGE:  ADD [ ]    REPLACE [X]     DELETE [ ]
RECIPE NUMBER:   [L00100]  RECIPE NAME:  [OVEN FRIED BACON SLICES (]
REPLACED BY:     [L00101]  RECIPE NAME:  [GRILLED BACON            ]


                   MENU DATES FROM:  [01 Oct 95] TO [10 Oct 95]
                   MENU MEAL: [A]
Type of Meals
----------------------
A = Breakfast
B = Lunch
C = Short Order
D = Dinner






Press <DELETE> to exit the process.
Enter the recipe number
```

Figure 7.2-20.3.  Global Master Menu Maintenance Screen (AJK-023) - REPLACE.

a.   Enter the recipe number you want to replace and press [Enter].  If the recipe you enter is not on file, the following message is displayed:  **THE ENTERED RECIPE NUMBER IS NOT FOUND.  PLEASE REENTER.**

b.   Once you enter a valid recipe number, the recipe name will be displayed and the cursor moves to the REPLACED BY field.

c.   Enter the replacement recipe number and press [Enter].  The cursor moves to the MENU DATES FROM field.

d    Enter the FROM range of menu dates and press [Enter].  The cursor moves to the MENU DATES TO field.

d.   Enter the TO range of menu dates and press [Enter].  The cursor moves to the MENU MEAL field.

e.   Enter the type of meal (from screen display) and press [Enter].  The message **Are these entries correct?  enter Y(es  or N(o** is displayed.

(1)   Enter N to cancel you current entries.  The Global Master Menu Maintenance Screen AJK-023 is redisplayed.  You can enter new data.

OR

(2)   Enter Y and a series of messages are displayed:  **Recipe number ____ will be globally replaced ..... Please wait..**,  followed by **Recipe number _____ has been replaced for those dates and meal.**  If there are no recipes listed for the selected dates, another message **NO MENU DATES FOR RECIPE NUMBER WERE FOUND FOR REPLACEMENT.** is displayed.  Followed by **Do you wish to repeat the Global process?  Y(es or N(o.**

(a)   Enter Y and the Global Master Menu Maintenance Screen AJK-023 is redisplayed.  You can enter new data.

OR

(b)   Enter N and the Master Menu Update Options Menu AJK-173 is displayed.  You can choose another option.

7.2.1.5.4  Interrupt Ring Menu.  This ring menu (fig. 7.2-20.4) is displayed when you interrupt the Add/Delete or Replace option.  Use it to continue processing, or return to the Master Menu Update Option Menu.

```
INTERRUPT MENU:    CONTINUE   RETURN
Continue Processing
```

Figure 7.2-20.4.  Interrupt Ring Menu.

a.   Select CONTINUE and you can continue processing on the same screen.

b.   Select RETURN and the Master Menu Update Options Menu AJK-173 is displayed.

7.2.1.5.5  Outputs.

     a.   The following reports can be printed during this process:

     (1)   The IFA Global Master Menu Process Missing Menu Dates From Master Menu For _____ And _____ Report (PCN AJK-GS1).

     (2)   The IFA Global Master Menu Process Negative Report (PCN AJK-GS2).

     b.   You are not required to keep a file copy of these reports.  See Appendix C for an example of each.

7.2.2  Master Menu - Print Process.  Use this process to print the Master menu for a specific month.  You can print up to 50 copies of this report at a time.

7.2.2.1  Processing Restrictions.  None.

7.2.2.2  Processing Materials.  None.

7.2.2.3  Master Menu Report Dates Options Screen AJK-117.  To print the Master Menu, select Option B from the Master Menu Maintenance Options Menu.  The Master Menu Report Dates Options Screen (fig. 7.2-21) is displayed

```
                                                                    AJK-117
                        MASTER MENU REPORT DATES OPTIONS




List all menu data for the Month :    9      (Must be 01-12)
                          Year   :   1995    (Must be 4 positions example 1987)


Enter the number of copies for this report:      1







 CONFIRM MENU DATES Y/N  Û
                  <DELETE> Key cancels this process
```

Figure 7.2-21.  Master Menu Report Dates Options Screen (AJK-117).

     a.   Enter a one or two-digit month and press [Enter].

     b.   Enter a four-digit year and press [Enter].

     c.   Enter the number of copies you want and press [Enter].  You can print up to 50 copies.

      d.   A message is displayed: **Confirm menu dates Y/N**.

         (1)   Enter Y to print the Master Menu File Report (PCN AJK-GK1).

<div align="center">OR</div>

         (2)   Enter N and the cursor moves back to the MONTH field.  You can enter new data.

      e.   If you select Y, a message is displayed (fig. 7.2-22):  **Print Master Menu job has been submitted check printers for your listing.  PRESS RETURN TO CONTINUE.**

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│   Print Master Menu job has been submitted                  │
│   check printers for your listing.                          │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
│                                                             │
PRESS RETURN TO CONTINUE
└─────────────────────────────────────────────────────────────┘
```
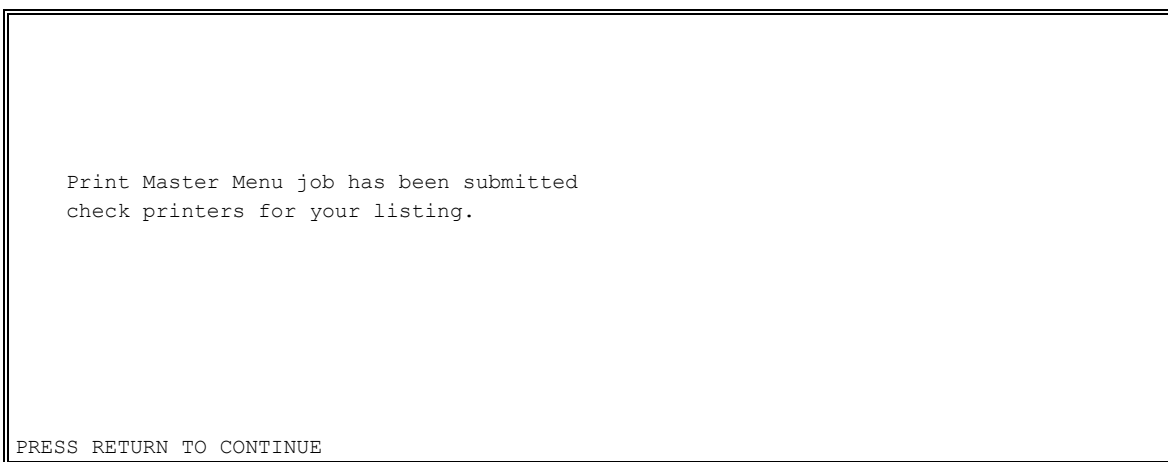
<div align="center">Figure 7.2-22.  Master Menu - Print Screen (example).</div>

      f.   Press [RETURN} and the Master Menu Maint. Options Menu is displayed.

      g.   To interrupt processing, press [DELETE].  The Master Menu Maint. Options Menu is displayed.

      h.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.2.2.4  Outputs.

      a.   The Master Menu File Report (PCN AJK_GK1) is printed.  See appendix C for an example of this report.

      b.   AR 25-400-2 lists the file numbers and retention periods for installation level Food Service Program Files.  AFMIS reports are not included in the current listings.  Use the following information to file your report:

         (1)   File No. 30-1b, Menu Files.

         (2)   Destroy the reports in this file when they are superseded.

7.2.3  Master Menu - Load Process.  Use this process to load the Master Menu and other menus from a backup file.

7.2.3.1  Processing Restrictions.  DO NOT run this process until you are directed to by the SA.

7.2.3.2  Processing Materials.  None.

7.2.3.3  Master Menu Load Screen AJK-115.  To load the Master Menu from a backup file, select C from the Master Menu Maint. Options Menu.

        a.  The Master Menu File Load Screen (fig. 7.2-23) is displayed.

```
           THIS PROCESS DELETES ALL RECORDS FROM THE MASTER MENU FILE
            AND RESTORES THE FILE FROM THE MOST RECENT BACK-UP COPY

















CONFIRM MASTER MENU LOAD?  Y)ES OR N)O  Û
```

Figure 7.2-23.  Master Menu File Load Screen.

b.  A message is displayed:  **THIS PROCESS DELETES ALL RECORDS FROM THE MASTER MENU FILE AND RESTORES THE FILE FROM THE MOST RECENT BACK-UP COPY.  CONFIRM MASTER MENU LOAD Y(ES OR N(O**.

(1)  Enter Y to continue processing.

OR

(2)  Enter N to end processing.  The Master Menu Maint. Options Menu is displayed.

c.  If you select Y, a series of messages (fig. 7.2-24) is displayed:

```
Deleting records . . . Please wait

* * * * * * * * * * * *  CLEAR SCREEN TO NEW DISPLAY * * * * * * * * * * * *



Loading Master Menu File (mmf).....Please wait



* * * * * * * * * * * * *  CLEAR SCREEN TO NEW DISPLAY * * * * * * * * * * * *














LOAD COMPLETED.   PRESS RETURN TO CONTINUE
```

Figure 7.2-24.  Master Menu File Load Message Screens.

d.  When the load is finished, press [Enter].  The Master Menu Maint. Options Menu is displayed.

e.  To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.2.3.4  Outputs.  No reports are printed during this process.  If you select Y in response to the load message, the backup menus are loaded into your MMF.

7.2.4  Master Menu - Backup Process.  Use this process to create a backup file for the menus in the MMF.

7.2.4.1  Processing Restrictions.  Do not run this process until you are directed to by the SA. Contact TISA before you start.  It automatically locks the Master Menu Files.

7.2.4.2  Processing Materials.  None.

7.2.4.3  Master Menu Backup Message Screen.  To back up your menus, select B from the Master Menu Maint. Options Menu.  The Master Menu File Maintenance Warning Screen - Backup (fig. 7.2-25) is displayed.

```
                ******** WARNING ************
This process requires exclusive use of the Master Menu(mmf) table

and the Master Menu Recap(mmr) table.


Before continuing on with this process call the TISA and warn them

that these tables will be locked so that their operations will

not be interrupted, if an attempt is made to execute any process

that uses them.


Remember to inform the TISA when your process has ended.
                *****************************










Press the <C> key to continue   Press the <DELETE> key to cancel this process
```

Figure 7.2-25.  Master Menu File Maintenance Warning Screen - Backup.

a.   Enter C to continue this process.

OR

b.   Press [DELETE] to end processing.  The Master Menu Maint. Options Menu is displayed.

c.   If you select C, a message is displayed (fig. 7.2-26):  **Backing up Master Menu File (mmf) . . . Please wait**.

```
Backing up Master Menu File (mmf).....Please wait

* * * * * * * * * * * *  CLEAR SCREEN TO NEW DISPLAY * * * * * * * * * * * *

















BACK-UP COMPLETE.   PRESS RETURN TO CONTINUE
```

Figure 7.2-26.  Master Menu Backup Message Screens.

d.   When the backup is finished, press [Enter].   The Master Menu Maint. Options Menu is displayed.

e.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.2.4.4  Outputs.  No reports are printed during this process.  A backup file of your menu is created.

7.3  Master Menu Recapitulation File Maintenance Subfunction.

     a.   Use the Master Menu Recapitulation Subfunction to generate, update, and print the recap file  for your installation Master Menu.  Processes are provided to back up and load the recap file for the Master Menu.  You can also review and print recaps for the field menus.  This subfunction contains six processes and two exit options:

       (1)   Master Menu Recap - Generate (para 7.3.1).

       (2)   Master Menu Recap - Update (para 7.3.2).

       (3)   Master Menu Recap - Print (para 7.3.3).

       (4)   Field Menu Inquiry (para 7.3.4).

       (5)   Master Menu Recap - Backup (para 7.3.5).

       (6)   Master Menu Recap - Load (para 7.3.6).

       (7)   Exit the Master Menu (Recap) Menu and return to the IFA File Maintenance Menu or system login screen.

     b.   To access the Master Menu (Recap) Menu from the IFA Options Menu, select the options in figure 7.3-1.

| MENU OPTION SELECTIONS |
|:---:|
| **IFA OPTIONS MENU**  **Option C**  ⟶  **IFA FILE MAINTENANCE MENU**  **Option B** |
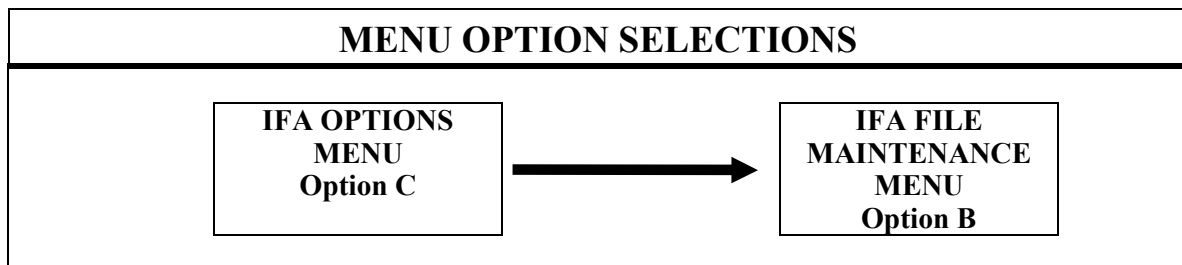
Figure 7.3-1.  Master Menu (Recap) Menu Selection.

c. The Master Menu (Recap) Menu (fig. 7.3-2) is displayed.

```
MASTER MENU (RECAP) :  A B C D E F R X
Produces a Recapitulation of the Master Menu


            MASTER MENU RECAPITULATION FILE MAINTENANCE MENU        AJK-167


--------------------------------------------- Press F8 for Help -------------



OPTION      DESCRIPTION                  OPTION      DESCRIPTION
 CODE                                     CODE


  A       GENERATE RECAPITULATION          E       BACK UP RECAPITULATION


  B       UPDATE THE ISSUE FACTORS         F       LOAD RECAPITULATION


  C       PRINT THE RECAP REPORT           R       RETURN TO FILE MAINT MENU


  D       REVIEW / PRINT FIELD MENUS       X       EXIT FROM IFA PROCESSING



   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:


```

Figure 7.3-2.  Master Menu (Recap) Menu.

    d.   When you select the generate, update, back up, or load option from the Master Menu
(Recap) Menu, the Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.

```
                    ******** WARNING *************
This process requires exclusive use of the Master Menu(mmf) table
and the Master Menu Recap(mmr) table.


Before continuing on with this process call the TISA and warn them
that these tables will be locked so that their operations will
not be interrupted, if an attempt is made to execute any process
that uses them.


Remember to inform the TISA when your process has ended.
                    *****************************








Press the <C> key to continue  Press the <DELETE> key to cancel this process
```

Figure 7.3-3.  Master Menu Recap Warning Screen.

    (1)   Enter C to continue this process.

OR

    (2)   Press [DELETE] to end processing.  The Master Menu (Recap) Menu is
displayed.

7.3.1  Master Menu Recap - Generate Process.  Use this process to delete old recap records and
create new ones for the installation Master Menu.  TISA uses the Master Menu Recapitu-lation
to create shopping lists for authorized ARCS customers.  This process runs in a background
batch mode.  It can take several hours to generate the recap records.  You can't use the other
recap processes until it is finished.

7.3.1.1  Processing Restrictions.  Contact TISA before you start this process.  It automatically locks the Master Menu Recapitulation (MMR) File.  Delete old Master Menu recap records for the dates you use to generate new records.  If you don't delete the old records, duplicate records are created which corrupt the file.

7.3.1.2  Processing Materials.  None.

7.3.1.3  Master Menu Recapitulation Process Screen AJK-G21.  To generate recap records for the Master Menu, select A from the Master Menu (Recap) Menu.

     a.    The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.  Enter C to continue and the Master Menu Recapitulation Process Screen (fig. 7.3-4) is displayed.

```
                      MASTER MENU RECAPITULATION PROCESS
                                                            AJK-G21




Generate records for the period -->  _____  to  _____

<DELETE> Key cancels this process   (Please enter dates.............)









Do you wish to delete/purge any recap records from the database ? Y/N Û
```

Figure 7.3-4.  Master Menu Recapitulation Process Screen (AJK-G21).

     b.   A message is displayed:  **Do you wish to delete/purge any recap records from the database ?  Y/N**.

       (1)   Enter Y to delete old recap records.

<div align="center">OR</div>

       (2)   Enter N to continue without deleting any records.

     c.   If you select Y, enter the start date for the records you want to delete and press [Enter].  Enter the end date and press [Enter].

     d.   To create new records, enter the start date (fig. 7.3-5) and press [Enter].  Enter the end date and press [Enter].

```
                    MASTER MENU RECAPITULATION PROCESS
                                                        AJK-G21
Enter period to be deleted/purged -->            to
                                     06/01/1995       06/30/1995



Generate records for the period -->  09/01/1995   to    09/30/1995__

<DELETE> Key cancels this process    (Please enter dates.............)






* All old Master Menu Recapitulation records for these dates will be processed
 Confirm dates for recapitulation generation Y/N Û
```

<div align="center">Figure 7.3-5.  Master Menu Recapitulation Process Screen (example).</div>

    e.   A message is displayed:  **Confirm dates for recapitulation generation Y/N**.

       (1)   Enter Y to create the recap records.

<div align="center">OR</div>

       (2)   Enter N to redisplay the Master Menu Recapitulation Process Screen.  You can enter different dates or press [DELETE] to end processing.

    f.   If you select Y, a message is displayed (fig. 7.3-6):  **Recap Generation Program is now running in batch mode.  PRESS RETURN TO CONTINUE**.

```
Recap Generation Program is now running in batch mode.




PRESS RETURN TO CONTINUE
```
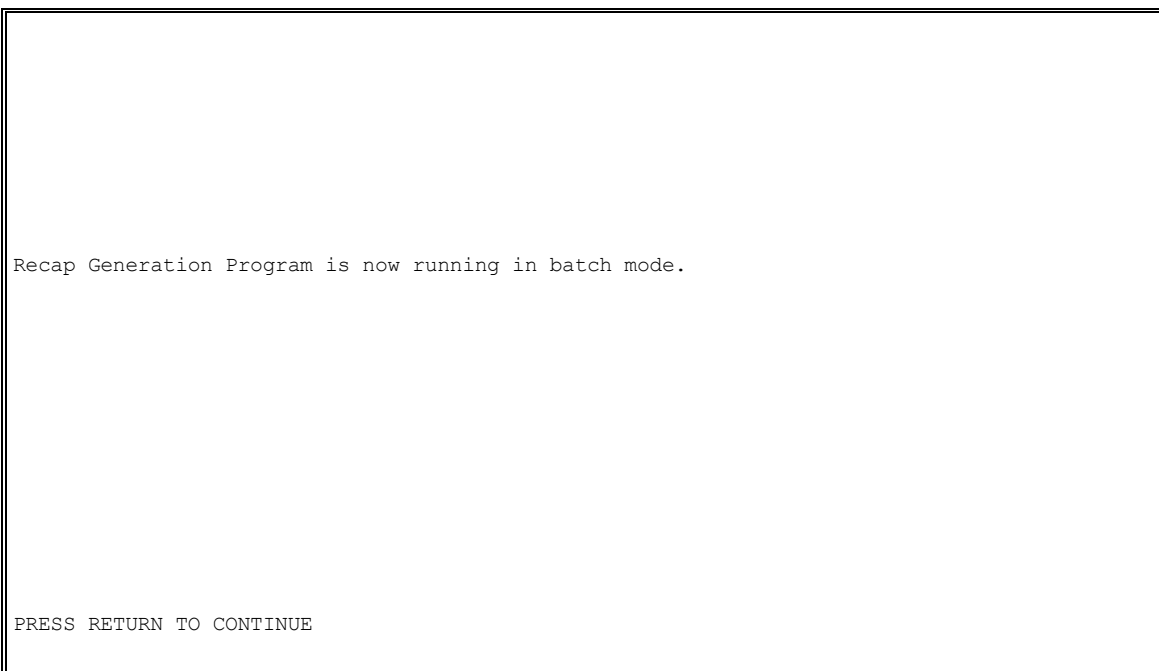
<div align="center">Figure 7.3-6.  Generate Master Menu Recap Message Screen.</div>

    g.   Press [Enter] and the Master Menu (Recap) Menu is displayed.

    h.   When the program is finished, a message is displayed on the screen you are working in.

7.3.1.4  <u>Outputs</u>.  No reports are printed during this process.  The MMR File is updated.

7.3.2  Master Menu Recap - Update Process.  Use this process to review and update ration factors for items on the MMR.

7.3.2.1  Processing Restrictions.  Contact TISA before you start this process.  It automatically locks the MMR File.

7.3.2.2  Processing Materials.  None.

7.3.2.3  Installation Menu File Maintenance - Ration Factors Screen AJK-105.  To review and update ration factors for a master menu meal, select B from the Master Menu (Recap) Menu.

     a.  The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.  Enter C to continue and the Installation Menu File Maintenance Ration Factors Screen (fig. 7.3-7) is displayed.

```
                    INSTALLATION FOOD ADVISOR SUBSYSTEM
                     INSTALLATION MENU FILE MAINTENANCE
                            RATION FACTORS                    AJK-105


This program will update the amount field of the Master Menu recapitulation
file.  Please enter the following information on the records you wish to update:


                     MEAL DATE  09/10/1995
                     TYPE MEAL  B


                       TYPE OF MEAL
        ------------------------------------------------
        A = BREAKFAST                 F = BRUNCH
        B = LUNCH                     G = SUPPER
        C = LUNCH SHORT ORDER         H = NUGHT BREAKFAST
        D = DINNER                    I = NIGHT DINNER
Use RETURN and ARROW keys to move between fields.


Use the <DELETE> key to cancel program and return to Menu.
```

Figure 7.3-7.  Installation Menu File Maintenance - Ration Factors Screen (AJK-105).

     (1)  Enter a meal date and press [Enter].

(2)  Enter a meal type from the screen display and press [Enter].

b.  A message is displayed (fig. 7.3-8):  **Database search in progress For (meal type) (date) . . . Please wait**.

```
    Database search in progress
             For
Lunch              09/01/1995 ..............Please wait
```
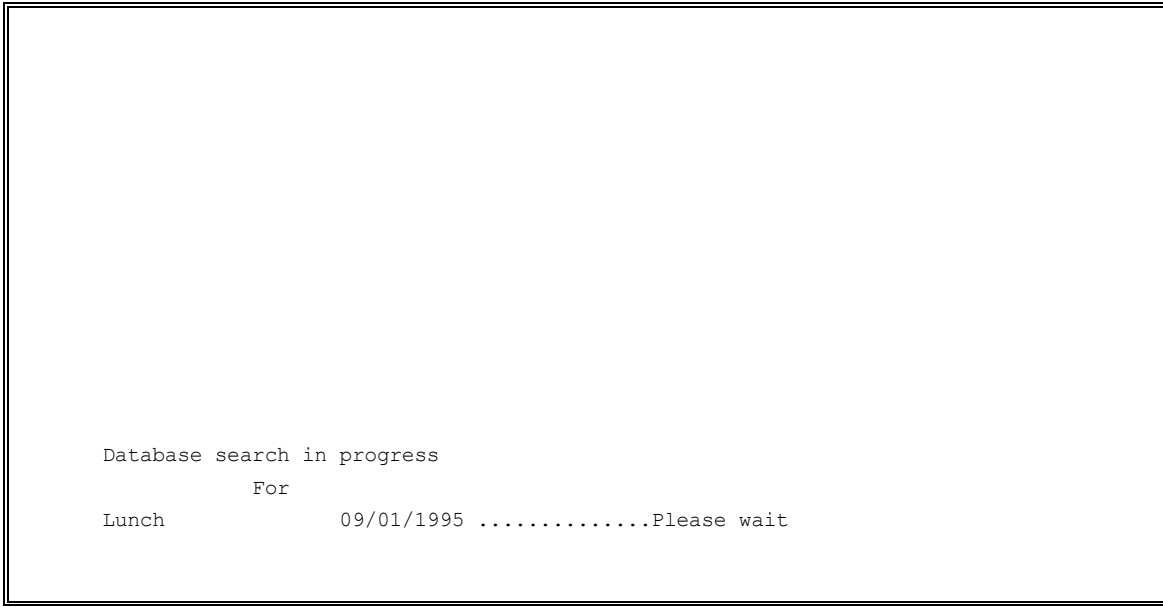
Figure 7.3-8.  Update Master Menu Recap Message Screen.

c.   The Recapitulation of Master Menu Issues Adjustments Screen AJK-106 (fig. 7.3-9) is displayed.

(1)   The item name, unit of issue, and amount are displayed for each item on the recap.  Ten items are displayed at a time.

(a)   The cursor is positioned in the AMT field for the first item.

(b)   The cursor stays in the AMT field throughout processing.

```
        RECAPITULATION OF MASTER MENU ISSUES ADJUSTMENTS
            Lunch                  09/01/1995
                                                        AJK-106


        ITEM NAME                   U/I                  AMT
CHIC CUT UP W/O BACK                LB                  65.00
HAM, CANNED COOKED PULLMAN          LB                   4.00
BEEF PATTIE MIX W/ SOY              LB                  18.00
EGGS SHELL DOM                      DZ                   1.00
CHEESE NAT CHEDDAR                  LB                   9.00
ICE MILK FR LIQ CHOC                GL                   1.00
ICE MILK FR LIQ VAN                 GL                   2.00
MILK LOWFAT                         GL                   6.25
CHEESE AMERICAN SURPLUS             LB                   5.00
MILK LOWFAT CHOC 1 QT               CO                   6.25



F3 key next page          F6 Key update Database    ** No MIF Record Found
F4 key previous page      F7 Key Restore old amt


        <DELETE> Key to cancel this process
```

Figure 7.3-9.Recapitulation of Master Menu Issues Adjustments Screen (AJK-106).

(2)   To review the recap, use the following keys:

(a)   To review the recap by item, use the [Enter] or ARROW keys to scroll forward or back.

(b)  To view more items, use the [F3] key to page forward (fig. 7.3-10) and [F4] to page back.

```
         RECAPITULATION OF MASTER MENU ISSUES ADJUSTMENTS
              Lunch              09/01/1995

                                                AJK-106


         ITEM NAME                U/I               AMT
BEANS WHITE DRY 2 LB BG           LB              8.00
LETTUCE UNWR FRESH                LB             20.00
BANANAS FRESH                     LB              6.75
APPLES EATING FRESH               LB              9.00
ONIONS GREEN FRESH                LB             10.00
CARROT W/O TOP FRESH              LB              8.50
TOMATO PASTE #2 1/2               CN              1.44
VEG FZN BEAN GREEN                LB             12.00
TOMATOES CHERRY FRESH             LB              5.00
SPICE GARLIC DEHY 12 OZ           JR              4.50



F3 key next page         F6 Key update Database    ** No MIF Record Found
F4 key previous page     F7 Key Restore old amt

          <DELETE> Key to cancel this process
```

Figure 7.3-10.Recapitulation of Master Menu Issues Adjustments Screen - View More Items.

(3)    To change an issue factor (fig. 7.3-11), move the cursor to the item and enter the change.

NOTE:  The F7 key doesn't work.  If you change an amount, you can't restore it.  To correct the amount, enter it again.

```
              RECAPITULATION OF MASTER MENU ISSUES ADJUSTMENTS
         Lunch                    09/01/1995

                                                   AJK-106


         ITEM NAME                  U/I               AMT
BEEF PATTIE MIX W/ SOYG            LB               18.00
EGGS SHELL DOM                     DZ                2.00
CHEESE NAT CHEDDAR                 LB               10.00
ICE MILK MIX FR LIQ CHOC           GL                2.00
ICE MILK MIX FR LIQ VAN            GL                2.00
MILK LOWFAT                        GL                6.00
CHEESE AMERICAN SURPLUS            LB                5.00
MILK LOWFAT CHOC, 1 QT             CO                0.00
BEANS WHITE DRY 2 LB BG            LB                8.00
LETTUCE UNWR FRESH                 LB               20.00




F3 key next page          F6 Key update Database    ** No MIF Record Found
F4 key previous page      F7 Key Restore old amt


         <DELETE> Key to cancel this process
```

Figure 7.3-11.Recapitulation of Master Menu Issues Adjustments Screen (example).

(4)    When you finish your entries, press [F6] to update your files.

(5)    The items you change (fig. 7.3-12) are displayed.  Then, a message is displayed:
**Update completed  Do you want to update another day/meal (Y or N) . . .**

```
          Updating Database (recap)



       ITEM NAME                  NSN        OLD-AMT  NEW-AMT
----------------------------   --------------  -------  ------
EGGS SHELL DOM                 8910000433198    1.00     2.00
CHEESE NAT CHEDDAR             8910001258440    9.00    10.00
ICE MILK MIX FR LIQ CHOC       8910001395774    1.00     2.00
MILK LOWFAT                    8910001516497    6.25     6.00
CHEESE AMERICAN SURPLUS        8910010154183    5.00     6.00
MILK LOWFAT CHOC, 1 QT         8910011614932    6.25     0.00





Update cpmpleted
Do you want to update another day/meal (Y or N)......
```

Figure 7.3-12.  Recapitulation of Master Menu Issues Message Screen.

(a)    Enter Y to update a recap for another day or meal.

OR

(b)    Enter N to end processing.  The Master Menu (Recap) Menu is displayed.

d.   If the menu date or meal you choose is not found, a message (fig. 7.3-13) is displayed:
**No records found for (meal)  (date)  Please press ===> R) etry  E) xit program**.

```
No records fount for Breakfast           02/01/1996


Please press =====>  R) etry   E) xit program
```
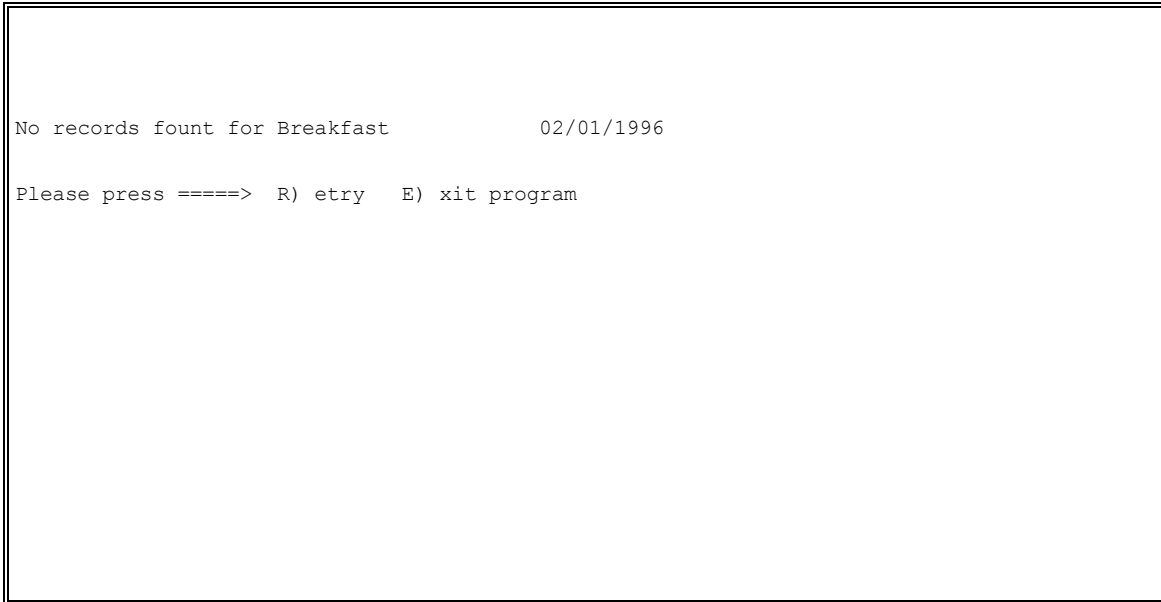
Figure 7.3-13.Recapitulation for Master Menu Issues Screen - No Records Found.

(1)   Enter R to display the Ration Factor Screen (fig. 7.3-4).  Enter a different date and meal.

OR

(2)   Enter E to end processing.  The Master Menu (Recap) Menu is displayed.

e.   Contact TISA when you finish processing your recaps.

7.3.2.4  Outputs.  When there is no MIF record for a recap item, the NSN Exception List Report (PCN AJK-GN1) is printed.  See appendix C for an example of this report.  Use this report to update the ingredient file for the recipe numbers listed.  When you finish updating the ingredient file, run this process again.  The MMR File is updated when you press the [F6] key.

7.3.3  Master Menu Recap - Print Process.  Use this process to print the Recapitulation of Master Menu Issues Report (PCN AJK-GP1).  The report contains NSNs and issue factors for the period you choose.  The issue factors are broken down by date and meal.

7.3.3.1  Processing Restrictions.  None.

7.3.3.2  Processing Materials.  None.

7.3.3.3  Master Menu Recap Report Options Screen AJK-124.  To print a recap report, select C from the Master Menu (Recap) Menu.  The message **Please wait . . .** is displayed briefly followed by the Master Menu Recap Report Options Screen (fig. 7.3-14).

```
                                                                    AJK-124
                        MASTER MENU RECAP REPORT OPTIONS




Print all menu data for the period  _____  to  _____

                               (Please enter dates.........)













<DELETE> Key cancels this process
```

Figure 7.3-14.  Master Menu Recap Report Options Screen (AJK-124).

   a.   Enter the start date for the report and press [Enter].

   b.   Enter the end date and press [Enter].

c.  A message is displayed (fig. 7.3-15):  **Confirm menu recap dates Y/N**.

(1)  Enter Y to print the Recapitulation of Master Menu Issues Report (PCN AJK-GP1).

OR

(2)  Enter N to redisplay the Master Menu Recap Report Options Screen.  You can enter different dates or press [DELETE] to end processing.

```
                                                         AJK-124
                    MASTER MENU RECAP REPORT OPTIONS




Print all menu data for the period  09/01/1995 to  09/30/1995

                              (Please enter dates.........)









 Confirm menu recap dates Y/N    Û
<DELETE> Key cancels this process
```

Figure 7.3-15.  Master Menu Recap Report Options Screen (example).

d.   If you select Y, a message is displayed (fig. 7.3-16):  **Print Master Menu Recap Job has been submitted.  Check Printers for your output.  PRESS RETURN TO CONTINUE**.

e.   Press [Enter] and the Master Menu (Recap) Menu is displayed.

```
Print Master Menu Recap Job has been submitted.
Check Printers for your output.




PRESS RETURN TO CONTINUE
```
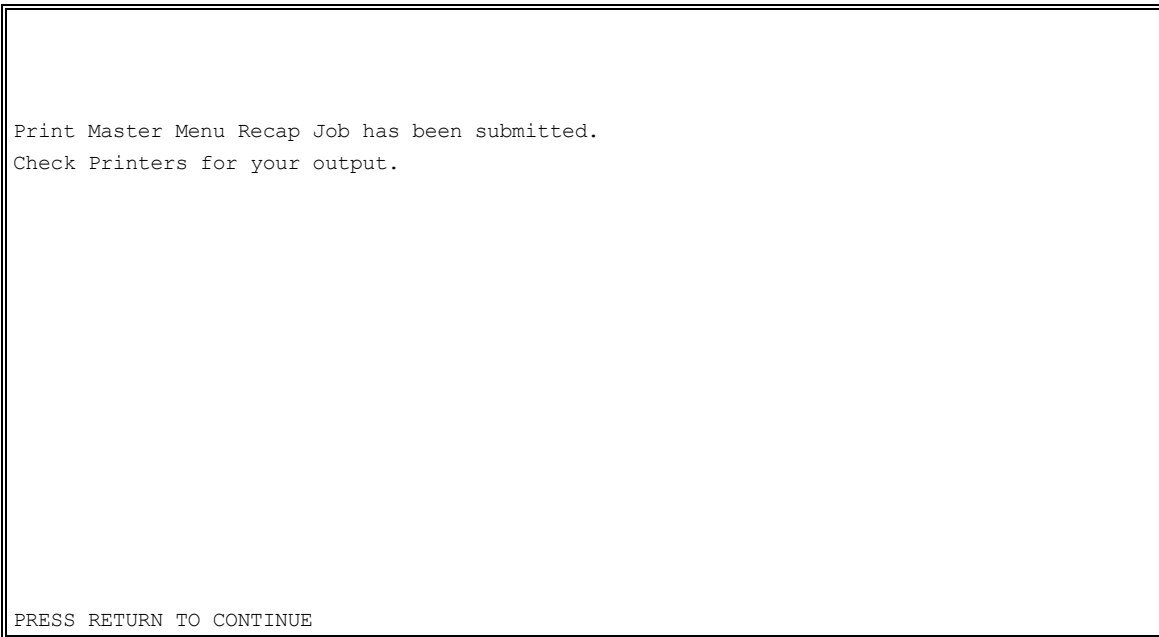
Figure 7.3-16.  Master Menu Recap Report Options Message Screen.

7.3.3.4  Outputs.  The Recapitulation of Master Menu Issues Report (PCN AJK-GP1) is printed when you select Y in response to the confirmation message.  See appendix C for an example of this report.  You are not required to file this report.

7.3.4  Field Menu Inquiry Process.  Use this process to review and print recap reports for the 14-Day Reserve, Installation Exercise, Special Exercise, B-Ration, T-Ration, and SB 10-540 Box Lunch menus.

7.3.4.1  Processing Restrictions.  None.

7.3.4.2  Processing Materials.  None.

7.3.4.3  Field Menu Inquiry Screen AJK-150.  To review a field menu recap, select D from the
Master Menu (Recap) Menu.  The Field Menu Inquiry Screen (fig. 7.3-17) is displayed.

```
DATE:  15 Aug 95           FIELD MENU INQUIRY                   AJK-150
                              SELECT MENU



                           TYPE OF MENUS
                  --------------------------------
                  R = 14 DAY RESERVE MENU
                  E = INSTALLATION EXERCISE MENU
                  S = SPECIAL EXERCISE MENU
                  B = B RATION MENU
                  T = T RATION MENU
                  X = BOX LUNCH MENU



           TYPE OF MENU:  R     MENU DAY/NUMBER:  1Û



              WHEN DATA ENTRY IS COMPLETE, DEPRESS <ESC>


ENTER THE MENU DAY
```

Figure 7.3-17.  Field Menu Inquiry Screen (AJK-150).

NOTE:  Processing steps are the same for each type of field menu you review.

    a.   Enter a menu type from the screen display and press [Enter].

    b.   Enter a menu day and press [ESC].

    c.  A message is displayed:  **Initializing arrays, please wait**; then, the Field Menu Options Menu (fig. 7.3-18) is displayed.

```
FIELD MENU OPTIONS:  A B R X
Inquiry on a menu, day and meal


                 FIELD MENU REVIEW OPTIONS MENU                 AJK-168


-------------------------------------------- Press F8 for Help -------------



             OPTION CODE  RING MENU SELECTION OPTIONS


                 A         DISPLAY FIELD MENU DATA TO SCREEN


                 B         PRINT FIELD MENU REPORT


                 R         RETURN TO MASTER MENU RECAP MAINT MENU


                 X         EXIT THE IFA PROGRAM




   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.3-18.  Field Menu Options Menu.

d.  To review the field menu, enter A.  The Field Menu Inquiry Screen AJK-149 (fig. 7.3-19) is displayed.  The message **Loading arrays, please wait** is displayed while information for the recap is gathered.

(1)  An NSN, item name, perishability code, and unit of issue are displayed. Breakfast, lunch, and dinner issue amounts are displayed for each item.  Ten items are displayed at a time.

(a)  The cursor is positioned in the NSN field for the first item.

(b)  The cursor stays in the NSN field throughout processing.

```
DATE:  15 Aug 95              FIELD MENU INQUIRY                    AJK-149
                                  INQUIRY
            TYPE OF MENU:  14 DAY RESERVE MENU            MENU DAY:  1


                                     PER
      NSN              ITEM NAME      CO   UI    BRK     LUN     DIN
8905-00-177-5017  BEEF STEWING DICED   P   LB    0.00   30.00    0.00
8905-00-965-2128  CHICKEN CUT UP W/O BACK P LB   0.00    0.00   50.00
8905-01-182-6058  HAM SECTIONED & FORMED  P LB  20.00    0.00    0.00
8910-00-043-3198  EGGS SHELL DOM       P   DZ   10.41    0.00    0.00
8910-00-139-6707  MILK DRY NONFAT 4 LB S   BX    0.12    0.05    0.00
8910-00-782-3193  BUTTER PRINT SUR 1 LB  P LB    0.00    0.00    2.00
8910-00-782-3195  BUTTER PATTIES SURPLUS P LB    1.00    1.00    1.00
8910-00-T61-4931  MILK CHOC LOFAT 1/2 PT P CO  100.00    0.00    0.00
8910-01-T61-4933  MILK WHITE LOWFAT 1/2 PT P CO 100.00  100.00  100.00
8915-00-117-3358  LETTUCE UNWR FRESH   P   LB    0.00    0.00    6.50






              WHEN INQUIRY IS COMPLETE, DEPRESS <ESC>
```

Figure 7.3-19.  Field Menu Inquiry Screen (AJK-149).

(2)  To review the recap by item, use the [Enter] or ARROW keys to scroll forward or back.

(3)    To view more items, use the [F3] key to page forward (fig. 7.3-20) and [F4] to page back.

```
DATE:  15 Aug 95              FIELD MENU INQUIRY                    AJK-149
                                 INQUIRY
           TYPE OF MENU:  14 DAY RESERVE MENU            MENU DAY:  1


                                        PER
         NSN               ITEM NAME     CO   UI   BRK    LUN    DIN
8915-00-126-8748  BANANAS FRESH          P    LB   0.00   9.00   0.00
8915-00-126-8804  ORANGES FRESH          P    LB   0.00   9.00   0.00
8915-00-126-8812  APPLES EATING FRESH    P    LB   0.00   9.00   0.00
8915-00-127-8019  CARROT W/O TOP FRESH   P    LB   0.00   0.00   1.25
8915-00-127-8272  APPLESAUCE #10         S    CN   0.00   0.00   0.61
8915-00-127-8922  PARSLEY FRESH          P    LB   0.00   0.00   0.06
8915-00-127-9282  PEAS GREEN #10         S    CN   0.00   3.00   0.00
8915-00-127-9303  TOMATO PASTE #2 1/2    S    CN   0.00   1.93   0.00
8915-00-149-1571  SPICE GARLIC DEHY 12 OZ S   JR   0.00   0.00   0.08
8915-00-226-4349  POTATOES WHITE 50 LB BG P   LB   0.00  43.06  43.06






              WHEN INQUIRY IS COMPLETE, DEPRESS <ESC>
```

Figure 7.3-20.  Field Menu Inquiry Screen - View More Items.

(4)    When you finish your review, press [ESC].  The Field Menu Options Menu is displayed.

e.    To print the Field Menu Report (PCN AJK-GJ1 or GJ2), enter B.

(1)    Two messages are displayed:  **Loading arrays, please wait**; then, **Printing report, please wait**.  Then, the Field Menu Options Menu is displayed.

(2)    To exit this menu, enter R.  The Master Menu (Recap) Menu is displayed.

7.3.4.4  Outputs.  The Field Menu Report (PCN AJK-GJ1 or GJ2) is printed when you select B.  You are not required to file this report.  See appendix C for an example of this report.

7.3.5  Master Menu Recap - Backup Process.  Use this process to create a backup file of the Master Menu Recap.

7.3.5.1  Processing Restrictions.  Contact TISA before you start this process.  It automatically locks the MMR File.  Do not run this process until you are directed to by the SA.

7.3.5.2  Processing Materials.  None.

7.3.5.3  Master Menu Recap Backup Message Screen.  To back up your recaps, select E from the Master Menu (Recap) Menu.  The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.

    a.  Enter C to continue and two messages are displayed:  **Backing up Master Menu Recap File (mmr) . . . . . Please wait**; then, **BACK-UP COMPLETE.  PRESS RETURN TO CONTINUE**.

    b.  Press [Enter] and the Master Menu (Recap) Menu is displayed.

7.3.5.4  Outputs.  No reports are printed during this process.  A backup file of your recap is created.

7.3.6  Master Menu Recap - Load Process.  Use this process to load the MMR File from a backup file.  When data is lost due to corrupt files or system down-time, use this process to reload your file.

7.3.6.1  Processing Restrictions.  Contact TISA before you start this process.  It automatically locks the MMR File.  Do not run this process until you are directed to by the SA.

7.3.6.2  Processing Materials.  None.

7.3.6.3  Master Menu Recap Load Message Screen.  To load the recap file from a backup, select F from the Master Menu (Recap) Menu.  The Master Menu Recap Warning Screen (fig. 7.3-3) is displayed.

     a.   Enter C to continue and a message (fig. 7.3-21) is displayed:  **This process will delete the old Master Menu Recap file and load the backup version.  Confirm load Y/N**.

```
This process will delete the old Master Menu Recap file and load
the backup version.




















Confirm Load Y/N
```
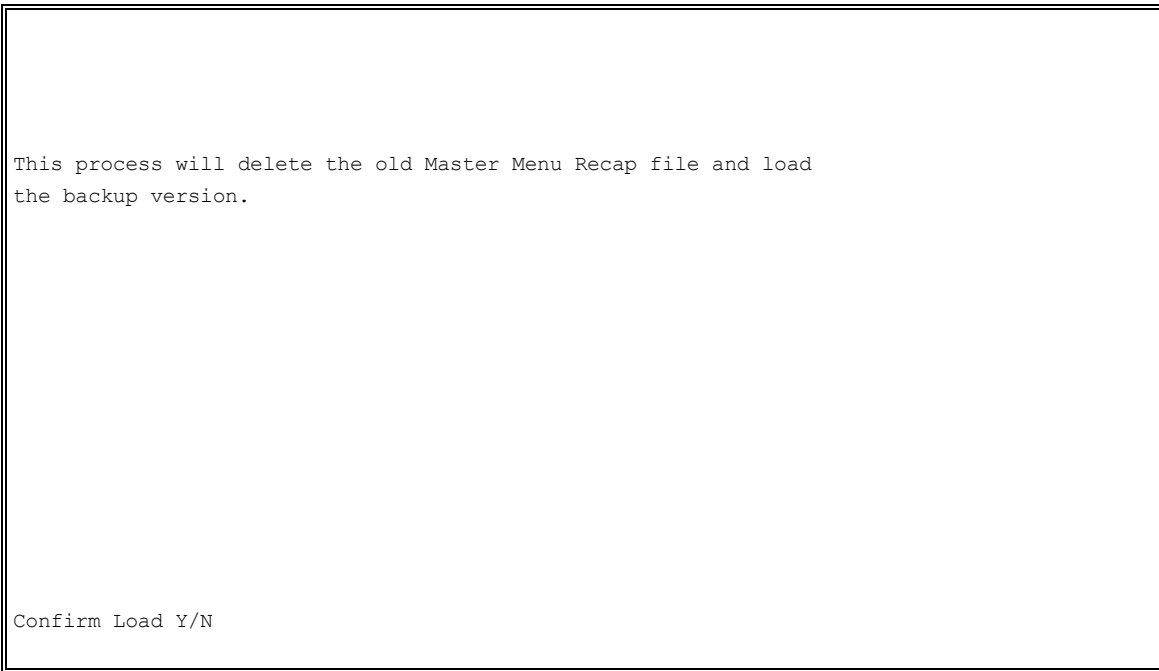
Figure 7.3-21.  Master Menu Recap Load Message Screen.

(1)   Enter Y to load the backup version of the recap.

OR

(2)   Enter N to end processing.  The Master Menu (Recap) Menu is displayed.

  b.   If you select Y, messages are displayed throughout processing.  The old MMR File is deleted and a new one is loaded from a backup file.  See figure 7.3-22 for an example of the messages.

```
Deleting old Master Menu Recap File...Please wait

* * * * * * * * * * * * * *CLEAR SCREEN TO NEW DISPLAY * * * * * * * * * * *


        Loading backup Master Menu Recap...........Please wait



* * * * * * * * * * * * * *CLEAR SCREEN TO NEW DISPLAY * * * * * * * * * * *









LOAD COMPLETE.   PRESS RETURN TO CONTINUE
```

Figure 7.3-22.  Master Menu Load Message Screens (examples).

  c.   Press [Enter] and the Master Menu (Recap) Menu is displayed.

  d.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

  e.   Contact TISA when the loading process is finished.

7.3.6.4  Outputs.  No reports are printed during this process.  The MMR File is loaded from a backup version.

7.4  Recipe File Maintenance Subfunction.

      a.   Use the Recipe File Maintenance Subfunction to add, change, delete, load, and back up your installation recipe files.  This subfunction will also allow you to replace ingredients in your recipe files.  This subfunction contains five processes and two exit options:

        (1)   Add / Update Recipes (para 7.4.1).

        (2)   Delete Recipes (para 7.4.2).

        (3)   Back Up Recipe File (para 7.4.3).

        (4)   Load Recipe File (para 7.4.4).

        (5)   Replace Ingredients (para 7.4.5).

        (6)   Perform Course File Maintenance (para 7.4.6)

        (6)   Exit the Recipe File Maintenance Menu and return to the IFA Files Maintenance Menu or system login screen.

      b.   To access the Recipe File Maintenance Options Menu from the IFA Command Options Menu, select the options in figure 7.4-1.

| MENU OPTION SELECTIONS |
|:---:|
| **IFA OPTIONS MENU** **Option C**    ⟶    **IFA FILE MAINTENANCE MENU** **Option C** |
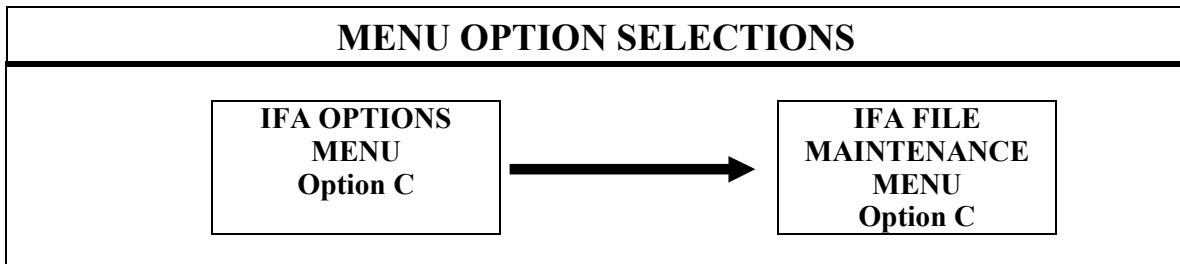
Figure 7.4-1.  Recipe File Maintenance Options Menu Selection.

c.   The Recipe File Maintenance Options Menu (fig. 7.4-2) is displayed.

```
RECIPE FILE MAINTENANCE MENU:   A  B  C  D  E  F  R  X
Add/Update Recipes


 DATE:  16 Nov 00        RECIPE FILE MAINTENANCE MENU            AJK-230


--------------------------------------------- Press F8 for Help ------------


OPTION     DESCRIPTION                 OPTION     DESCRIPTION
 CODE                                   CODE


   A       ADD / UPDATE RECIPES          E       REPLACE INGREDIENTS


   B       DELETE RECIPES                F       COURSE FILE MAINTENANCE


   C       BACK UP RECIPE FILE           R       RETURN TO FILE MAINT MENU


   D       LOAD RECIPE FILE              X       EXIT



   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.4-2.  Recipe File Maintenance Options Menu (AJK-230).

7.4.1  Recipe File Maintenance - Add / Update Recipes Process.  Use this process to add new recipes to the file or update existing recipes.

7.4.1.1  Processing Restrictions.  None.

7.4.1.2  Processing Materials.  Use information from TM 10-412 Armed Forces Recipe Cards, SOPs, or commercial recipes to add your recipe.  Use the Nutrient Values of Master Menu Recipes and Food Items (SB 10-264) to enter calorie and nutrient information.  Ask TISA for a current copy of the Master Item File Print Report (PCN AJK-MIF).  This provides current information for the TIINs you can enter for recipe ingredients.

7.4.1.3  Add / Update Recipe Screen AJK-121 - ADD.  To add or update a recipe select Option A from the Recipe File Maintenance Options Menu.  The Add / Update Recipe Screen AJK-121 (fig. 7.4-3) is displayed.

```
DATE: 16 Nov 2000        ADD / UPDATE RECIPE                      AJK-121


POS DISPLAY NAME:                    YIELD:          PORTION:
RECIPE NAME:


RECIPE DESCRIPTION:



EXCLUDE FROM AUTO POS COST UPDATE (Y/N):


  COST:                             GROUP:            NURTITION:
  PER PORTION                       COURSE            FAT
  W/COND                            CATEGORY          CALORIES
  POS                                                 SODIUM
  POS COST UPDATED


 PRESS RETURN TO MOVE DOWN OR PRESS DELETE TO INTERRUPT PROCESS.



Enter the recipe number you wish to add/update and press Return.
```

Figure 7.4-3. Add / Update Recipe Screen (AJK-121) - ADD.

7.4.1.3.1  Adding a Recipe.  To begin adding recipes, follow these processing steps:

        a.  The cursor is positioned in the RECIPE-NUMBER field.

        (1)    Enter a recipe number and press [Enter].  The cursor moves to the POS DISPLAY NAME field.

**NOTE:**  All header fields on this screen, except COST, are required entries.  If data is displayed after you enter a recipe number, this means the recipe is already on file.  Refer to the update process to continue.  See paragraph 7.4.1.3.2 for processing instructions.

        (2)    Enter a POS display name.  This is a short (15 Character maximum) name to be used on the display devices for the point of sales devices in A La Carte facilities.

Note that the system skips over the yield field which is defaulted to 100.  At present AFMIS still requires recipes to be built for 100 portions.

        (3)    Enter a portion designation for this recipe.  The portion should be brief and descriptive for use in the dining facility.

        (4)    Enter a recipe name.  This field is the name that will be displayed on the production schedule and outside menus for the dining facilities.

(5)    Enter a Recipe Description.  The recipe description is a more detailed description of the recipe.

(6)    Enter a designation (Yes or No) for automated POS cost update.  If you enter Yes, the POS cost (cost sent to the POS display devices) will not be updated when the POS cost update process.  Yes is used when the sale price (POS cost) will not be truly reflected by the per portion and with condiment cost.  The POS cost is normally calculated as the cost with condiments rounded up to the next nickel.  Items such as Salad Bar, where the total recipe cost per portion far exceeds the desired sale price will normally be excluded.  In addition the exclusion (Yes) will default items at the dining facility (A La Carte facilities) as not to be sent to the POS device in the POS Send process.  The dining facility change the item to send, if desired.

Note that the system skips over the Per Portion and w/cond costs.  These costs are calculated by the system given the ingredients and as purchased quantities used in the recipe:
     Per Portion cost reflects the raw food cost of the recipe.  This is the sum  the As Purchased quantity divided by the recipe conversion factor times the unit price of the ingredient.  This sum total for all lines is then divided by the recipe yield.
     W/CONDiment cost is the raw food cost with the condiment percentage added.  The condiment markup is drawn from the Cash Meal Cost Update processes for the day that the costs are updated.
Note that the Per Portion and W/Cond costs will be updated whenever there is a price change.  The exclusion code will determine if the POS cost is updated.

(7)    You can enter a POS cost or allow the system to calculate and update the cost when the POS cost update process is done.  The POS cost should be entered as a nickel value.  The system calculates this cost as the with condiment cost rounded to the next nickel.  If the POS exclusion is set to Yes the cost will not be updated automatically.  Make note of the recipes that are excluded from POS update.  When you need to change these, it must be done here.  You can change the POS price at any time but if the exclusion is No, the POS will update when the Update POS Price process is run.

The POS COST UPDATED field will display the last date that the POS cost for this item was modified.

(8)    Enter the course designation desired for this recipe.  Course designations are updated in the COURSE FILE MAINTENANCE process under recipe maintenance.  The course is used at the dining facility level to determine location on the production schedule and outside menu.  The course can be changed at the facility level for individual templates and production schedules but the default entered here will remain the same until changed here.

(9)    Enter the category code and press [Enter].  Use one of the following category codes:

|   |   |
|---|---|
| A - Meat | D - Salads |
| B - Starch | E - Deserts |
| C - Vegetables | F - Others |

The recipe codes were used in sorting menus but this function has been transferred to the course designations.  The F designation can be used for all category entries.

(10)  Use the SB 10-264 to complete the following entries:

A.  Enter a rating for fat content.

---

**NOTE:**  Fat ratings are as follows:

H   - 26 grams or more per portion
M   - 11- 25 grams per portion
L    - 0-10 grams per portion

---

B.  Enter the calories per portion..

C.  Enter the sodium content per portion expressed in grams.

(11)  All fields must have entries.  If a field is missing a required entry the following message will be displayed: "YOU MUST ENTER A {specified field) PLEASE TRY AGAIN.". This message will be displayed until all the required fields are entered.  Once all fields have been populated, press Esc or enter from the sodium field to begin entering the recipe ingredients.

Caution:  The recipe header information is not saved when exiting this screen.  This information is not saved until ingredients have been entered and saved.

See figure 7.4-4 for an example of recipe header file entries.

```
DATE: 16 Nov 2000          ADD / UPDATE RECIPE  S99999          AJK-121


POS DISPLAY NAME:  TEST RECIPE        YIELD: 100     PORTION:  1 EACH
RECIPE NAME:       TEST RECIPE FOR MANUAL


RECIPE DESCRIPTION:
 THIS IS THE DESCRIPTIVE RECIPE FOR INCLUSION IN THE IFPM MANUAL


EXCLUDE FROM AUTO POS COST UPDATE (Y/N):  Y


  COST:                         GROUP:            NURTITION:
  PER PORTION        $0.00      COURSE   2        FAT       L
  W/COND             $0.00      CATEGORY  F       CALORIES  125
  POS                $0.75                        SODIUM    15
  POS COST UPDATED


 PRESS RETURN TO MOVE DOWN OR PRESS DELETE TO INTERRUPT PROCESS.



Enter the grams of sodium and press Return.
```

Figure 7.4-4.  Add / Update Recipe Screen - ADD (example).

> **NOTE**:  After you press [Enter] and move the cursor to the Ingredient data entry portion of the screen, you cannot return to the Header area.  All header changes after this point must be made in the Update process.  See paragraph 7.4.1.3.2 for processing instructions.

       d.   The recipe header information is still displayed.  The cursor is positioned in the STEP field, see figure 7.4-5.

```
DATE: 16 Nov 2000          ADD / UPDATE RECIPE  S99999          AJK-323
                    POS DISPLAY NAME:  TEST RECIPE
 TEST RECIPE FOR MANUAL      YIELD:    100      PORTION:  1 EACH
RECIPE COST:     $0.00      W/COND:      $0.00      POS:     $0.75


STEP      TIIN         ITEM NAME            RCP    UM   RCP      AS PUR
                                      NIS   QTY         WEIGHT   WEIGHT










   F1 Key Insert Record    F2 Key Delete Record   F3 Key Next Screen
   F4 Key Previous Screen   Esc Key Save and Continue
                       <DELETE> Key Interrupt Process

Enter the step number from the recipe instructions.
```

Figure 7.4-5.  Add / Update Recipe File Screen (AJK-121) - ADD.

       e.   Use the Master Item File Report and recipe information to complete the following entries:

       (1)   Enter the step number from the recipe instructions in which the ingredient is used.  Press [Enter], enter a substep letter if applicable and press [Enter].

> **NOTE:**  The STEP has to be a number between 0 & 99.  The step number should correspond to the number of the recipe instuction in which the ingredient is used.  The substep has to be a letter.  The substep is used mainly for two circumstances:
>
> 1.  When the ingredients within a step have to be used in a certain order.
> 2.  When a recipe calls for another recipe to be prepared, and the additional recipe is included as a recipe instruction step with substeps.

        (2)   Enter a TIIN and press [Enter].  The item name is displayed and the cursor moves to the QUANTITY field.

---

**NOTE:**  The TIIN field will accept any 7-digit number as a TIIN.  If the requested TIIN is not on the MIF or the C-8900 reference file, **ITEM NOT ON THE MIF/REF** is displayed as the item name.  The message: **ITEM'S FSC AND COUNTRY CODE ARE UNKNOWN.  PLEASE TRY AGAIN**. appears at the bottom of the screen, and the cursor moves to the 1st position of the TIIN.  You can not enter a TIIN that is not on either the C8900 reference file or MIF.  If the item is on the C-8900 reference file but not on the MIF, an * will appear in the NIS field.  The recipe cost can't be calculated if any item is not on the MIF.

---

        (3)   The NIS field is a view only field.  If the TIIN is on the C-8900 reference file but not on the MIF, an * will appear in this field.  This recipe will not have a recipe cost since the system does not have a cost for this ingredient.

        (4)   Enter the ingredient quantity, based on the unit of measure, for 100 portions and press [Enter].

        (5)   Enter a 2-digit abbreviation for the unit of measure to be displayed on the recipe (i.e. CP for cup, TB for tablespoon, TS for teaspoon, CN for can, LB for pound, OZ for ounces, etc) and press [Enter].

        (6)   Enter the weight of the ingredient to use in the recipe.  This weight is after all loss and trim.  This column has been added to more closely conform to the published Armed Forces Recipe Service (TM 10-412).  Enter the weight in decimal format.  For more information, see the Recipe Ingredient Conversion Chart (fig. 7.4-6)

        (7)   Enter the as purchased weight in decimal format..  For more information, see the Recipe Ingredient Conversion Chart (fig. 7.4-6).  All as purchased weights must be entered in decimal pounds.  The figure used in the APW field need not only refer to the weight of an item.  Proper usage will be determined by the entry used as a Recipe Conversion factor in the MIF.  If an item is purchased as multiple useable units within a case, the conversion factor can be expressed in terms of the number of useable units.  In the example in fig 7.4-7 the two types of bagels are purchased in cases containing 72 and 90 bagels respectively.  The conversion factors used in the MIF are therefore 72 and 90.  In the recipe APW each is designated as 50, meaning 50 individual bagels (same as the Quantity and Unit of Measure).  The cost for line one is calculated as (50/72) X 18.30 = 12.71 for 50 bagels (.25 each).  Line 2 = (50/90) X 27.17 = 15.09 for 50 bagels (.30 each)  Total recipe cost = 27.18/100 = .28 (.278) per portion

---

**NOTE:**  As Purchased Weight is the quantity and unit of measure expressed in decimal pounds or useable units.  In the recipe service broadcast with SCP 11 the following conventions were used.
    1. FF&V - quantity required to be purchased was entered as APW so correct amount would appear on the Kitchen Requisitions and Returns Worksheet.
    2. Cooked Ingredient - quantity required to be purchased was entered as APW so correct amount would appear on the Kitchen Requisitions and Returns Worksheet
    3. Special or FSC 0000 stock numbers, items that are not purchased (water, stock, etc.) do not have As Purchased Weights-0.0 is entered in the APW column.

---

        (8)   To add more ingredients, repeat steps (1) thru (7).

RECIPE INGREDIENT CONVERSION CHART

1.　　OUNCE TO POUND CONVERSIONS

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | = | .0626 | 1/8 | = | .00781 | 1/6 | = | .01041 |
| 2 | = | .125 | 1/4 | = | .01563 | 1/3 | = | .02080 |
| 3 | = | .1875 | 3/8 | = | .02344 | 2/3 | = | .04160 |
| 4 | = | .25 | 1/2 | = | .03125 | 5/6 | = | .05200 |
| 5 | = | .3125 | 5/8 | = | .03906 | | | |
| 6 | = | .375 | 3/4 | = | .04688 | | | |
| 7 | = | .4375 | 7/8 | = | .05469 | | | |
| 8 | = | .5 | | | | | | |
| 9 | = | .5625 | | | | | | |
| 10 | = | .625 | | | | | | |
| 11 | = | .6875 | | | | | | |
| 12 | = | .75 | | | | | | |
| 13 | = | .8125 | | | | | | |
| 14 | = | .875 | | | | | | |
| 15 | = | .9375 | | | | | | |
| 16 | = | 1.0 | | | | | | |

2.　　MEASURE EQUIVALENTS  These are GUIDES - USE ACTUAL weight of ingredient if known.

| WET | DRY |
|---|---|
| 1 GALLON = 128 OZ or 8 LB | 1 GALLON = 64 OZ or 4 LB |
| 1 QUART = 32 OZ or 2 LB | 1 QUART = 16 OZ or 1 LB |
| 1 PINT = 16 OZ | 1 PINT = 8 OZ |
| 1 CUP = 8 OZ | 1 CUP = 4 OZ |
| 2 TABLESPOON = 2 OZ | 2 TABLESPOON = 1 OZ |
| 1 TABLESPOON = 1 OZ | 1 TABLESPOON = 1/2 OZ |
| 1 TEASPOON = 1/3 OZ | 1 TEASPOON = 1/6 OZ |

3.　　FSC 0000 stock numbers, items that are not purchased (water, stock, etc.) enter 0.0 as the APW.

Figure 7.4-6.  Recipe Ingredient Conversion Chart.

**NOTE:**  Use these weights as a guide when the recipe card does not list weights or actual weights are not known.  It the weights are listed on the recipe card or you know the actual weights use them.

(8)   See figure 7.4-7 for an example of recipe ingredient entries.

```
DATE: 16 Nov 2000        ADD / UPDATE RECIPE  S99999           AJK-323
                   POS DISPLAY NAME:  TEST RECIPE
 TEST RECIPE FOR MANUAL     YIELD:    100     PORTION:  1 EACH
RECIPE COST:      $0.28     W/COND:      $0.31      POS:      $0.75


STEP      TIIN         ITEM NAME              RCP    UM   RCP     AS PUR
                                          NIS  QTY        WEIGHT  WEIGHT
 1  A  E19-1542  BAGELS BLUEBERRY  72/3 Z     50.0000  EA  9.7500 50.000
 1     E09-2340  BAGELS BLUEBERRY  90/3 OZ    50.0000  EA  9.7500 50.000









   Do you want to update the instructions? (Y/N)



Enter 'Y' to view/change instructions or 'N' to modify another recipe
```

Figure 7.4-7.   Add / Update Recipe - Ingredients (example).

**NOTE:**  000-0063, SUBSTITUTE ITEM is being used in the recipe service broadcast with SCP-11 to list the weight or measure of a commonly used substitute for the main ingredient in the recipe. The substitute item is explained in the prepreparation instructions

f.   When you enter all the ingredients you want, you can use the following keys to review and make changes (if applicable):

(1)   To view previous entries, use the [F4] key to scroll back and [F3] to scroll forward a page at a time.

(2)   To add an ingredient, press [F1] to open a space on the screen.  Enter a STEP number and press [Enter].  Continue to enter the sub step number, TIIN, quantity, unit of measure, and as purchased weight.

(3)   To delete an ingredient move the cursor to the line you want to delete and press the [F2] key.  That ingredient is deleted and the next one is displayed.  To add an ingredient you can either move to the end of the line for the last ingredient and press [Enter], or press F1 when at the beginning of a line and a space will be created to add an ingredient (fig. 7.4-8).

NOTE: The F7 key does not work. If you delete an entry, you can't restore it. Enter it again.

g.   To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.4.1.4 for processing instructions.

```
DATE: 16 Nov 2000         ADD / UPDATE RECIPE  S99999            AJK-323
                     POS DISPLAY NAME:  TEST RECIPE
 TEST RECIPE FOR MANUAL      YIELD:    100      PORTION:  1 EACH
RECIPE COST:      $0.28      W/COND:      $0.31      POS:      $0.75


STEP       TIIN         ITEM NAME                  RCP    UM   RCP     AS PUR
                                           NIS    QTY        WEIGHT   WEIGHT
  1     E09-2340  BAGELS BLUEBERRY  90/3 OZ     50.0000  EA   9.7500  50.000
  1  A  E19-1542  BAGELS BLUEBERRY   72/3 Z     50.0000  EA   9.7500  50.000
  2     E09-6096  SPICE SALT SEA 40 OZ           1.0000  TB   0.0104  0.0104
  X   ◄─Cursor here
  2     419-2898  SPICE PEPPER BLK GRD 1#        2.0000  TS   0.0416  0.0416




   F1 Key Insert Record    F2 Key Delete Record   F3 Key Next Screen
   F4 Key Previous Screen  Esc Key Save and Continue
                         <DELETE> Key Interrupt Process

Enter the step number from the recipe instructions.
```

Figure 7.4-8.  Add  / Update Recipe Screen Insert Item (example).

h.   When you finish your entries, press [ESC] to update your files.  The following messages are displayed:  **Computing Recipe Cost. Please Wait.  Updating Database.  Please Wait. Database updates have successfully completed.**  Then, **Do you want to update the instructions? (Y/N)**.

**NOTE:** When you add items that are not on the installation MIF, the NSN Exception List Report PCN AJK-GNI is printed. You can use this report to identify the items that need to be added to the MIF or that need a replacement item selected from the installation MIF.

      (1) Enter Y and press [Enter]. The Recipe Instruction Screen AJK-123 (fig. 7.4-9) is displayed.

<div align="center">OR</div>

      (1) Enter N and press [Enter] to end processing. The Add / Update Recipe Screen AJK-121 is redisplayed. You can enter header information for a new recipe.

     i. This screen displays the recipe number and recipe name for the header information you enter on the Add / Update Recipe Screen AJK-121.

```
DATE: 16 Nov 20            RECIPE INSTRUCTIONS              AJK-123


RECIPE-NUMBER: S99999      RECIPE NAME: TEST RECIPE FOR MANUAL












 F1 Key Insert Line        F2 Key Delete Line    F3 Key Scroll Forward
 F4 Key Scroll Backward    ESC Key Save & Exit
 Delete Key Interrupt Menu    Press RETURN after each entered line

Enter the recipe instruction.
```

Figure 7.4-9. Recipe Instructions Screen (AJK-123).

j.  Use the information from TM 10-412 Armed Forces Recipe Service, SOPs, or commercial recipes to enter the instructions as you wish them to appear on the recipe.

**NOTE:**  Most of the time when you are entering instructions in AFMIS you will need to amplify the instructions to make up for the fact that the ingredients listed in AFMIS are not the same as the ingredients listed for the commercial recipe or in TM 10-412.  Example:  Many of the vegetables are listed as certain size strips or slices, flour is often listed as sifted, etc.  In AFMIS these ingredients are listed as carrots fresh, onions dry fresh etc.

(1)  Enter the instructions by step number.

(2)  When you finish entering information on a line, press [Enter].  The cursor moves to the next line.  You must press [Enter] at the end of each line to continue.

(3)  Repeat these steps until you finish adding all the appropriate instructions.  The system will insert a new line at the bottom as you press [Enter] at the end of the last line.

(4)  To correct an entry, move the cursor where you want to begin, and type new data over the old.

k.  See figure 7.4-10 for an example of recipe instruction entries.

```
DATE: 16 Nov 20              RECIPE INSTRUCTIONS                 AJK-123


RECIPE-NUMBER: S99999        RECIPE NAME: TEST RECIPE FOR MANUAL


 RECIPE INSTRUCTIONS SHOULD BE ENTERED IN AS CLEAR A MANNER AS POSSIBLE.


 REMEMBER THAT THE INSTRUCTIONS ARE INTENDED FOR THE FOOD SERVICE PERSONNEL
 ON THE PRODUCTION FLOOR.


    INDENTS MUST BE ADDED AS SPACES.  EACH LINE OF TEXT IS CONSIDERED
      AS A SEPERATE LINE IN THE DATABASE.




 F1 Key Insert Line            F2 Key Delete Line     F3 Key Scroll Forward
 F4 Key Scroll Backward        ESC Key Save & Exit
 Delete Key Interrupt Menu     Press RETURN after each entered line

Enter the recipe instruction
```

Figure 7.4-10.  Recipe Instructions Screen AJK-123 (example) - ADD.

l.  Use the following keys to review and or change your entries:

(1)  Use the ARROW keys to move up and down line by line.

(2)  Use the [F4] key to scroll back by page, and [F3] to scroll forward.

        (3)   To add a new line of instruction, press [F1] to open a space on the screen.  Type in the new line.

        (4)   To delete a line of instruction, move the cursor to that line and press the [F2] key.  That line is deleted and the next line is moved into that space.

    m.  To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.4.1.4 for processing instructions.

---

**NOTE:**  The following shortcuts can help shorten the time it takes to edit recipe instructions:
   1.  Ctrl +  D  deletes everything from the cursor to the end of the line.
   2.  Ctrl +  X  deletes one letter or space at the cursor position each time X is pressed.
   3.  Ctrl +  A  toggles between insert and overtype.  Each time you reach a new line the default is overtype.  Press Ctrl + A to insert at the cursor.  Press Ctrl again on the same line to return to the typeover mode.

---

    n.  When you finish your entries, press [ESC].   Two messages are displayed:  **Updating Database.  Please Wait.**, and **Database updates have successfully completed.**  Then, the Recipe File Maintenance Options Menu AJK-230 is displayed.

    o.  You can review the recipe you add by using the Update Process and the Recipe and Cost Inquiry Subfunction (para 6.4).

7.4.1.3.2  Process Interrupt Ring Menu.  This ring menu (fig. 7.4-11) is displayed when you interrupt the add or update process.  Use it to continue processing, start over, return to the Recipe File Maintenance Menu, or exit processing.

```
INTERRUPT OPTIONS:  Continue  Startover  Return  eXit
Continue working on current screen.
```

Figure 7.4-11.  Process Interrupt Ring Menu.

    a.  Select Continue and you can continue processing on the same screen.

    b.  Select Startover and the screen is cleared.  You can restart the process.

    c.  Select Return and the Recipe File Maintenance Menu is displayed.

    d.  Select eXit and the system login screen is displayed.

7.4.1.3.3  Outputs.  The NSN Exception List Report (PCN AJK-GN1) is printed if there are unmatched ingredients on the recipes that were processed.  You are not required to keep a file copy of the report.  See Appendix C for an example of this report.

7.4.1.4  Updating a Recipe.  To begin updating recipes, follow these processing steps:

    a.   The cursor is positioned in the RECIPE-NUMBER field.

        (1)   Enter a recipe number and press [Enter].  The recipe name, category code, cost, portion size, rating for fat content, calories, and sodium content are displayed.  The cursor is positioned in the POS DISPLAY NAME field.

```
DATE: 16 Nov 2000         ADD / UPDATE RECIPE  L08500            AJK-121


POS DISPLAY NAME:  Brsd Pork Chop     YIELD: 100     PORTION:  1 CHOP
RECIPE NAME:       BRAISED PORK CHOPS


RECIPE DESCRIPTION:
 BASE RECIPE


EXCLUDE FROM AUTO POS COST UPDATE (Y/N):  N


 COST:                         GROUP:               NURTITION:
 PER PORTION         $1.17      COURSE    2           FAT       M
 W/COND              $1.29      CATEGORY  A           CALORIES  217
 POS                 $1.30                            SODIUM    70
 POS COST UPDATED  23 Oct 2000


 PRESS RETURN TO MOVE DOWN OR PRESS DELETE TO INTERRUPT PROCESS.



Enter the name for the POS
```

Figure 7.4-12  Add / Update Recipe Screen (AJK-121) - UPDATE.

**NOTE:**  If there are no entries in these fields, the recipe number you entered is not on file.  You must refer to the Add Recipe process to continue processing.  See paragraph 7.4.1.3.1 for processing instructions.  Also the recipe cost is displayed, which was not displayed when you were adding a recipe.

        (2)   To make changes, move the cursor to the field you want, and enter new data over the old.  Press [Enter] after each entry and the cursor moves to the next field.  The COST fields, other than POS Cost are not accessible.

b.   When you finish making changes in the header fields, press [ESC].  The message **Accessing database.  Please wait.** is displayed.  Then, the ingredients for that recipe are displayed.

c.   See figure 7.4-13 for an example of the recipe INGREDIENT file entries.

```
DATE: 16 Nov 2000        ADD / UPDATE RECIPE  L08500           AJK-323
                    POS DISPLAY NAME:  Brsd Pork Chop
 BRAISED PORK CHOPS          YIELD:    100       PORTION:  1 CHOP
RECIPE COST:      $1.17**   W/COND:       $1.29     POS:      $1.30


STEP      TIIN        ITEM NAME              RCP    UM   RCP      AS PUR
                                        NIS  QTY        WEIGHT   WEIGHT
  1     000-0063  SUBSTITUTE ITEM             52.0000 LB  0.0000  0.0000
  1     342-8122  PORK LOIN CHOPS CTR CUT     33.0000 LB 33.0000  33.000
  2     E09-2857  SALT TABLE  9/4#        *    2.0000 TB  0.0781  0.0781
  2     E09-8795  SPICE PEPPER BLK GRD 1#  *    2.0000 TS  0.0052  0.0052
  4     000-0003  WATER                        1.5000 QT  0.0000  0.0000




   F1 Key Insert Record    F2 Key Delete Record   F3 Key Next Screen
   F4 Key Previous Screen  Esc Key Save and Continue
                       <DELETE> Key Interrupt Process
   * (NIS): THIS RECIPE CONTAINS ITEMS THAT ARE NOT AVAILABLE FOR ISSUE
Enter the step number from the recipe instructions.
```

Figure 7.4-13.  Add / Update Recipe Screen AJK-121 (example) - UPDATE.

d.   The cursor is positioned in the STEP field for the first item.

(1)   Use the RETURN or Down ARROW key to move through the list line by line.

(2)   Use the [F3] key to page forward by page and [F4] to page back.

(3)   To add an ingredient, press [F1] to open a space on the screen.  Enter a STEP and press [Enter].  Continue to enter the substep, TIIN,quantity, unit of measure, and weight.

(4)   To delete an ingredient, move the cursor to that line and press the [F2] key.  That ingredient is deleted and the next one is displayed.

e.   See figure 7.4-14 for an example of recipe ingredients, open a line and insert an item.

f.   To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.4.1.4 for processing instructions.

```
DATE: 16 Nov 2000         ADD / UPDATE RECIPE  L08500           AJK-323
                    POS DISPLAY NAME:  Brsd Pork Chop
 BRAISED PORK CHOPS         YIELD:    100      PORTION:  1 CHOP
RECIPE COST:    $1.17**   W/COND:      $1.29     POS:     $1.30


STEP     TIIN        ITEM NAME                RCP    UM   RCP     AS PUR
                                        NIS   QTY        WEIGHT   WEIGHT
 1     000-0063  SUBSTITUTE ITEM             52.0000  LB  0.0000  0.0000
   ←─────────────    Cursor Here
 1     342-8122  PORK LOIN CHOPS CTR CUT     33.0000  LB 33.0000  33.000
 2     E09-2857  SALT TABLE  9/4#        *    2.0000  TB  0.0781  0.0781
 2     E09-8795  SPICE PEPPER BLK GRD 1# *    2.0000  TS  0.0052  0.0052
 4     000-0003  WATER                        1.5000  QT  0.0000  0.0000



   F1 Key Insert Record    F2 Key Delete Record   F3 Key Next Screen
   F4 Key Previous Screen  Esc Key Save and Continue
                        <DELETE> Key Interrupt Process
    * (NIS): THIS RECIPE CONTAINS ITEMS THAT ARE NOT AVAILABLE FOR ISSUE
Enter the step number from the recipe instructions.
```

Figure 7.4-14.  Add / Update Recipe Screen - Insert Item (example).

g.   When you finish your entries, press [ESC].  The following messages are displayed: **Computing Recipe Cost.  Please Wait.  Updating Database. Please Wait.  Database updates have successfully completed.**, then, **Do you want to update the instructions? (Y/N).**

(1)  Enter Y and press [Enter].  The Recipe Instruction Screen AJK-123 (fig. 7.4-15) is displayed.

OR

(2)  Enter N and press [Enter] to end processing.  The Add / Update Recipe Screen AJK-121 is redisplayed.  You can enter a new recipe number or press [DEL] to display the Interrupt Menu.

h.   This screen (fig. 7.4-15) is displayed when you use the Update process to make changes.

```
DATE: 17 Nov 20                RECIPE INSTRUCTIONS                      AJK-123


RECIPE-NUMBER: L08500         RECIPE NAME: BRAISED PORK CHOPS


 CHANGE 1 TM 10-412


 PAN:  12 BY 20 BY 4-INCH STEAM TABLE PAN        TEMPERATURE:  375 F. GRIDDLE
       33 PORTIONS PER PAN                                     350 F. OVEN


 PREPREPARATION INSTRUCTIONS:


   TEMPER PORK SLICES UNDER REFRIGERATION.
   PORK LOIN BLADELESS MAY BE USED IN QUANTITIES EQUAL TO SUBSTITUTE ITEM
    IN STEP 1.


 F1 Key Insert Line            F2 Key Delete Line     F3 Key Scroll Forward
 F4 Key Scroll Backward        ESC Key Save & Exit
 Delete Key Interrupt Menu     Press RETURN after each entered line


Enter the recipe instruction.
```

Figure 7.4-15.  Recipe Instructions Screen (example) - UPDATE.

i.   Use the following keys to review and change your entries:

(1)   Use the ARROW keys to move through the instructions line by line.

(2)   Use the [F3] key to scroll forward by page and [F4] to scroll back.

(3)   To add a new line of instruction, press [F1] to open a space on the screen.  Type in the new line.

(4)   To delete a line of instruction move the cursor to the line you want to delete and press the [F2] key.  That line is deleted and the next line is moved into that space.

---

**NOTE:**  The following shortcuts can help shorten the time it takes to edit recipe instructions:
  1. Ctrl + D  deletes everything from the cursor to the end of the line.
  2. Ctrl + X  deletes one letter or space at the cursor position each time X is pressed.
  3. Ctrl + A  toggles between insert and overtype.  Each time you reach a new line the default is
              overtype.  Press Ctrl + A to insert at the cursor.  Press Ctrl again on the same line
              to return to the typeover mode.

---

j.   To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.4.1.4 for processing instructions.

k.   When you finish your entries, press [ESC].  Two messages are displayed:  **Updating Database.  Please Wait.**, and **Database updates have successfully completed**.  Then, the Recipe File Maintenance Options Menu is displayed.

7.4.1.4.1  Outputs.  The NSN Exception List Report (PCN AJK-GN1) is printed if there are unmatched ingredients on the recipes that were processed.  You are not required to keep a file copy of the report.  See Appendix C for an example of this report.

7.4.2  Recipe File Maintenance - Delete Recipes Process.  Use this process to delete recipes from the RHF.

7.4.2.1  Processing Restrictions.  None.

7.4.2.2  Processing Materials.  None.

7.4.2.3  Recipe File Maintenance - Delete Screen AJK-119.  To delete a recipe, select Option B from the Recipe File Maintenance Options Menu.  The Recipe File Maintenance - Delete Screen (fig. 7.4-16) is displayed.

```
DATE: 17 Nov 00             RECIPE FILE MAINTENANCE              AJK-119
                                 DELETE RECIPE




                Recipe Number              Recipe Name

                  S99999            TEST RECIPE FOR MANUAL








 Press <DELETE> key to quit this process.

Enter the recipe number you wish to delete and press ESCAPE.
```

Figure 7.4-16.  Recipe File Maintenance - Delete Screen (AJK-119).

a.   The cursor is positioned in the RECIPE NUMBER field.

b.   Enter a recipe number and press [ESC].  The message **Accessing database. Please Wait.** is displayed.   Then, the Recipe Name is displayed, followed by the message **Confirm Deletion Y/N:** .

> NOTE:  You must press the [ESC] key to reach the Confirm Deletion prompt.  The [Enter] key will display the recipe name, but, you cannot continue processing by using this key.

(1)   Enter Y and press [ESC] to delete this recipe.  Two messages are displayed: **Updating Database.  Please Wait.**, and **Database updates have successfully completed.** Then, the Recipe File Maintenance Delete Recipe Screen AJK-119 is redisplayed.  You can enter another recipe number for deletion.

OR

(2)   Enter N and press [ESC].  The Recipe File Maintenance Delete Recipe Screen AJK-119 is redisplayed.  You can enter another recipe for deletion.

OR

(3)   Press [DELETE] to interrupt processing.  The Recipe File Maintenance Options Menu AJK-230 is displayed.

7.4.2.4  Outputs.  No reports are printed during this subprocess.  The recipe you enter is deleted when you select Y in response to the confirmation message.

7.4.3  Recipe File Maintenance- Backup Process.  Use this process to create a backup file for your recipes.

> NOTE:                              NOTE:                                    NOTE:
>  **IF YOU HAVE NOT DONE SO - MAKE A BACK UP OF YOUR RECIPE FILES NOW!!**
> If you have not made a Back Up of your recipe files, and the Recipe Load Process is run, all of your recipe files will be wiped out.  When you are doing recipe file maintenance, you should periodically, every hour or so, run this process to protect the work you are doing.

7.4.3.1  Processing Restrictions.  None.

7.4.3.2  Processing Materials.  None.

7.4.3.3  Processing Actions - Recipe File Maintenance Backup.  To back up your recipe file, select Option C from the Recipe File Maintenance Options Menu.

a.   Two messages are displayed:  **Backing up recipe files. Please wait;** then, **BACKUP COMPLETE.  PRESS RETURN TO CONTINUE**.

b.   Press [Enter] and the Recipe File Maintenance Options Menu is redisplayed.

7.4.3.4  Outputs.  No reports are printed during this process.  A backup copy of the Recipe Ingredient File (RIN) is created.

7.4.4  Recipe File Maintenance - Load Process.  Use this process to load the recipe files from a backup file.

---

**NOTE:**                                   **NOTE:**                                   **NOTE:**
 **IF YOU HAVE NOT RUN THE BACK UP PROCESS DO NOT RUN THIS PROCESS!!**
If you have not made a Back Up of your recipe files, Option D on the Recipe File Maintenance Menu, in the past and the Recipe Load Process is run, all of your recipe files will be wiped out.  The SA should be able to load your recipe files from the last full system back up.

---

7.4.4.1  Processing Restrictions.  You must have run the Back Up process before you can load your files using this process.  It takes approximately 45 minutes to run this process.

7.4.4.2  Processing Materials.  None.

7.4.4.3  Recipe File Load - Warning Screen.  To begin loading the Recipe files, select Option D from the Recipe File Maintenance Options Menu.

     a.  A message is displayed: **Restoring recipe files. Please Wait.**  Then, the Recipe Load - Warning Screen (fig. 7.4-17) is displayed.

```
#     #    #   ######  #     #  ###  #     #  #####        ###    ###
# #   #  # #   #       #    # ##  #     #  ##   # #     #       ###    ###
# #   # #  # #   #     # # #  #     #  # #   # #         ###    ###
# #   # #    # ######  #  #  #   #     #  # #  # # ####       #       #
# #   # #######  #     #   # #   #     #  # # #   #
# #   # #    #  #  #     # #    ##  #     #  ## #    #         ###    ###
 ## ##  #       # #     # #    #   ###  #     #  #####        ###    ###


##########################################################################
#       THE CHOSEN PROCESS WILL LOCK ONE OR MORE DATABASE TABLES.      #
#     IF ANOTHER PROCESS IS CURRENTLY ACCESSING A DATABASE TABLE THAT    #
#    THIS PROCESS LOCKS OR ANOTHER PROCESS ATTEMPTS TO ACCESS A DATABASE   #
#     TABLE THAT THIS PROCESS LOCKS WHILE THIS PROCESS IS EXECUTING, THIS   #
#         PROCESS MAY ABORT AND/OR CAUSE THE OTHER PROCESS TO ABORT.      #
#    PLEASE NOTE THAT YOU ARE NOT THE ONLY PERSON SIGNED ON TO THE SYSTEM.   #
##########################################################################
     OPTION          OPTION DESCRIPTION
     ------          ------------------
       1             CONTINUE WITH THE EXECUTION OF THE CHOSEN PROCESS.
       2             CANCEL THE EXECUTION OF THE CHOSEN PROCESS.


                     ENTER THE OPTION DESIRED AND DEPRESS <RETURN>


                            OPTION :
```

Figure 7.4-17.   Recipe File Load - Warning Screen.

b.   Enter 1 and press [Enter].  The following message are displayed:  **Restoring recipe files.  Please Wait.**, then, **LOAD COMPLETE.  PRESS RETURN TO CONTINUE.**  Press [Enter] and the Recipe File Maintenance Menu AJK-230 is displayed.

OR

c.   Enter 2 and press [Enter] to end processing.  The Recipe File Maintenance Options Menu AJK-230 is displayed.

7.4.4.4  Outputs.  No reports are printed during this process.  A new recipe file is loaded when you select Y in response to the confirmation message.

7.4.5  Replace Ingredients Process.

a.   Use the Replace Ingredients Process to replace ingredients in the recipe file that are not stocked by the installation.  You can also replace selected ingredients.  This process contains two subprocesses and two exit options:

(1)   Replace Ingredients Not Stocked (para 7.4.5.1).

(2)   Replace Selected Ingredients (para 7.4.5.2).

b.   Select Option E from the Recipe File Maintenance Menu AJK-230 (fig. 7.4-2) to review the subprocesses on the Recipe Ingredient Replacement Menu.

c.   The Recipe Ingredient Replacement Menu AJK-231 (fig. 7.4-18) is displayed.

```
RECIPE INGREDIENT REPLACEMENT MENU:  A B R X
Replace Ingredient Not Stocked


DATE:  15 Sep 95     RECIPE INGREDIENT REPLACEMENT MENU              AJK-231


--------------------------------------------- Press F8 for Help -------------



                    OPTION CODE   RING MENU SELECTION OPTIONS


                        A      REPLACE  INGREDIENTS  NOT  STOCKED


                        B      REPLACE  SELECTED  INGREDIENTS


                        R      RETURN  TO  RECIPE  FILE  MAINTENANCE  MENU


                        X      EXIT  THE  IFA  PROGRAM


   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:


```

Figure 7.4-18.  Recipe Ingredient Replacement Menu Options (AJK-231).

7.4.5.1  Replace Ingredients Not Stocked Subprocess.

        a.   Use the Replace Ingredients Not Stocked subprocess to replace ingredients that are listed in the recipe file, but are not listed on the installation MIF.  This subprocess contains two processing options and two exit options.

        (1)   From Top of File (para 7.4.5.1.1).

        (2)   From Designated Starting Point (para 7.4.5.1.2).

        b.   Select Option A from the Recipe Ingredient Replacement Menu AJK-231 to review the processing options in Replace Ingredients Not Stocked.

c.  The Unmatched Ingredients Update Options Menu (fig. 7.4-19) is displayed.

```
UNMATCHED INGREDIENT UPDATE OPTIONS:  A B R X
To begin from top of recipe file


                 UNMATCHED INGREDIENTS UPDATE OPTIONS MENU            AJK-186


---------------------------------------------- Press F8 for Help -------------




             OPTION CODE  RING MENU SELECTION OPTIONS


                 A          FROM TOP OF FILE


                 B          FROM DESIGNATED STARTING POINT


                 R          RETURN


                 X          EXIT


   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 7.4-19.  Unmatched Ingredient Update Options Menu.

7.4.5.1.1  Replace Ingredients - From Top of File Option.  Use this option to review and or replace unmatched ingredients beginning from the top of the recipe file.

7.4.5.1.1.2  Processing Restrictions.  None.

7.4.5.1.1.3  Processing Materials.  None.

7.4.5.1.1.4  IFA Unmatched Ingredients (NSN) Screen AJK-134.  To review or replace all
unmatched ingredients, Select Option A from the Unmatched Ingredients Update Options Menu.
 The IFA Unmatched Ingredients (NSN) Screen AJK-134 (fig. 7.4-20) is displayed.

```
                    INSTALLATION FOOD ADVISOR              AJK-134
                    UNMATCHED INGREDIENTS (NSN)


RECIPE NO:   F00100   RECIPE NAME:   BAKED MACARONI AND CHEESE


     NSN                    ITEM NAME
-------------     ---------------------------
8910007823191     CHEESE, CHEDDAR, NATURAL       <=== Unmatched Ingredients


Û_____     <==== Enter keyword (*#################*)
                             for list of MIF Substitute items









                        Press <RETURN> continue w/o update
                        Press <DELETE> key to exit program
```

Figure 7.4-20.  IFA Unmatched Ingredients (NSN) Screen (AJK-134) - TOP OF FILE.

    a.   The first recipe with unmatched ingredients is automatically displayed.

        (1)   The recipe number, name, NSN, and item name for that unmatched ingredient.

        (2)   Press [Enter] to review the next recipe on the list.

---

NOTE:  If the ITEM NAME appears as **ITEM NOT ON REF TABLE**,
it means that the listed NSN is not contained in the C-8900 reference table
and a nomenclature cannot be determined.  You may have to return to the
hard copy of the recipe to determine the ITEM NAME (nomenclature).

---

(3)   When you find the recipe you want, enter an asterisk, key word for the ingredient search, and another asterisk (e.g., *BREAD*) then, press [Enter].

(a)   The message **Please wait . . .** is displayed while the system searches the MIF for items to display.

(b)   A list of replacement ingredients containing the key word is displayed.  See figure 7.4-21.

(4)   To view more ingredients, use the [F3] key to page forward and [F4] to page back.

(5)   To select an ingredient from the list, use the [Enter] or ARROW keys to move the cursor to the ingredient and press [CTRL][U].  The ingredient file is updated for every recipe containing the unmatched NSN.

```
                    INSTALLATION FOOD ADVISOR              AJK-134
                    UNMATCHED INGREDIENTS (NSN)


RECIPE NO:   F00100    RECIPE NAME:   BAKED MACARONI AND CHEESE


      NSN                  ITEM NAME
-------------      ----------------------------
8910007823191      CHEESE, CHEDDAR, NATURAL       <=== Unmatched Ingredients


*CHEESE*_____   <==== Enter keyword (*##################*)
                                for list of MIF Substitute items


891000T263406    CHEESE COTTAGE 5 LB
8910001258440    CHEESE NAT CHEDDAR        F3 Key advance to next page
8910005846431    CHEESE PROC SWISS & AMER  F4 Key advance tp previous page
8910006560993    CHEESE AMERICAN PROC SL   CTRL-U Update Ingredient file
8910007822837    CHEESE NAT MOZZARELLA     CTRL-B Reenter Item Name
8910010154183    CHEESE AMERICAN SURPLUS   ESC Key continue w/o update
                                           <DELETE> to exit the process
```

Figure 7.4-21.  Unmatched Ingredients (NSN) Screen (example) - TOP OF FILE.

b.   When you use [CTRL][U] to update your files the following messages are displayed:

(1)   **Please Wait. . . the RIN Table is being updated.** is displayed briefly in the lower left of the screen.

(2)   The upper left portion of the screen displays **## NSN(s) have been changed in the RIN Table.** listing the number of NSN(s) which have been changed.

(3)   The bottom line of the screen will display **Recipe Number _____ Records Inserted Into TOT.** for each recipe replaced.

(4)   After all recipes have been listed, the message **Retrieving next unmatched ingredient ....** is displayed with a new Unmatched Ingredient (NSN) Screen.

c.   If you can't find an ingredient to replace the unmatched ingredient and want to enter another key word, press [CTRL][B].  Enter the key word and another list of ingredients is displayed.

d.   To review another recipe without updating this one, press [ESC], then, press [Enter] and the next recipe is displayed.

e.   To exit this screen, press [DELETE].  The Unmatched Ingredients Update Options Menu is displayed.

f.   To exit this menu, enter R.  The Recipe Ingredient Replacement Options Menu Update Options Menu is displayed.

g.   To exit this menu, enter R.  The Recipe File Maintenance Options Menu is displayed.

7.4.5.1.1.5  Outputs.  No reports are printed during this subprocess.  The unmatched ingredients are replaced with the ingredients you select.  The changes are sent to DFO during end of day processing.

7.4.5.1.2  Recipe Ingredients - From Designated Starting Point Option.  Use this subprocess to review and or replace selected unmatched ingredients from a designated point on the recipe file.

7.4.5.1.2.1  Processing Restrictions.  None.

7.4.5.1.2.2  Processing Materials.  Ask the SA to provide a copy of the updated MIF.

7.4.5.1.2.3  IFA Unmatched Ingredients (NSN) Screen AJK-134.  To review or replace a group of unmatched ingredients, Select Option B from the Unmatched Ingredients Update Options Menu.  The IFA Unmatched Ingredients (NSN) Screen AJK-134 (fig. 7.4-22) is displayed.  Enter the first letter of the recipe (i. e., B*) or enter the number of the recipe you want to start with.

```
                    INSTALLATION FOOD ADVISOR                 AJK-134
                    UNMATCHED INGREDIENTS (NSN)


RECIPE NO:   F00100    RECIPE NAME:   BAKED MACARONI AND CHEESE


      NSN                   ITEM NAME
-------------      ----------------------------
8910007823191     CHEESE, CHEDDAR, NATURAL        <=== Unmatched Ingredients


_____  <==== Enter keyword (*################*)
                             for list of MIF Substitute items







                            Press <RETURN> continue w/o update
                            Press <DELETE> key to exit program
```

Figure 7.4-22.  IFA Unmatched Ingredients (NSN) Screen (AJK-134) - DESIGNATED POINT.

NOTE: The processing steps for the From Designated Starting Point Option, are the same as in the From Top of File Process.  See paragraph 7.4.5.1.1.4 for processing instructions.

7.4.5.1.2.4  Outputs.  No reports are produced in this process.

7.4.5.2  Recipe File Maintenance - Replace Selected Ingredients Subprocess.  Use this subprocess to review or replace selected ingredients on the recipe file.

7.4.5.2.1  Processing Restrictions.  None.

7.4.5.2.2  Processing Materials.  Ask the SA to provide an updated copy of the MIF.

7.4.5.2.3  IFA Unmatched Ingredients (NSN) Screen AJK-134.  To review or replace selected unmatched ingredients, Select Option B from the Recipe Ingredient Replacement Menu.  The IFA Replace Selected Ingredient Screen AJK-232 (fig. 7.4-23) is displayed.

```
DATE: 15 Sep 95              INSTALLATION FOOD ADVISOR                AJK-232
                             REPLACE SELECTED INGREDIENT



      TIIN                    ITEM NAME
    --------            ------------------------
  -                                      <=== Selected Ingredient


  _____ <==== Enter keyword (*#################*
                                  for list of MIF Substitute items









                        Press <DELETE> key to interrupt process


Enter the TIIN of the ingredient to be replaced and press Return.
```

Figure 7.4-23.  Replace Selected Ingredient Screen (AJK-232).

a.    The cursor is positioned in the TIIN field for the item to be replaced.

(1)    Enter the TIIN (last seven characters of the NSN) for the item to be replaced and press [Enter].  The message **Accessing Database.  Please Wait.** is displayed while the system searches for the entered TIIN.

(2)    If the TIIN is not listed in the recipe file, the message **THIS ITEM IS NOT USED BY ANY RECIPES.  PLEASE ENTER ANOTHER ITEM.** is displayed.  The cursor returns to the TIIN field.

(3)  When a valid TIIN is entered the item name is displayed and the cursor moves to the ENTER KEYWORD field.

b.   Enter an asterisk, key word for the ingredient search, and another asterisk (e.g., *BREAD*) then, press [Enter].  The message **Please wait . . .** is displayed while the system searches the MIF for items to display.

c.   A list of replacement ingredients containing the key word is displayed.

NOTE:  If the entered keyword is not found on the installation MIF the message **INGREDIENT NOT ON MASTER ITEM FILE.  PLEASE RE-ENTER.**  is displayed.

(1)   To view more ingredients, use the [F3] key to scroll forward and [F4] to scroll back.

(2)   To exit this screen without making a selection, press [DELETE].  The Process Interrupt Ring Menu is displayed.  See paragraph 7.4.5.2.4 for processing instructions.

(3)   Use the [Enter] or ARROW keys to select an ingredient (fig. 7.4-24) from the list.

```
DATE: 15 Sep 95              INSTALLATION FOOD ADVISOR            AJK-232
                            REPLACE SELECTED INGREDIENT



     TIIN                  ITEM NAME
   --------          -----------------------
   965-2128          CHICKEN CUT UP FRY  CASE   <=== Selected Ingredient


  *CHICKEN*_____ <==== Enter keyword (*#################*
                              for list of MIF Substitute items
 0000000000023    BONES, CHICKEN
 0000000000315    STOCK, CHICKEN
 8905009652128    CHICKEN CUT UP FRY  CASE    F3 Key to Scroll Forward
 8905011141457    CHICKEN FILLET BRD  CASE    F4 Key to Scroll Backward
 8905001263416    CHICKEN WHOLE FRYER         ESC Key Update Ingredient file
 8935005437789    SOUP BASE CHICKEN #2 1/2    <DELETE> to interrupt the process



                        Press <DELETE> key to interrupt process



Enter the TIIN of the ingredient to be replaced and press Return.
```

Figure 7.4-24.  Replace Selected Ingredient Screen (example).

(4)   When you make your selection, press [ESC].  Two messages are displayed: **Updating database.  Please wait.**, and, **Database updates have successfully completed.**  The Ingredient File is updated for every recipe containing the NSN you select.  Then, the Replace Selected Ingredient Screen AJK-232 is redisplayed.

(5)   The cursor is positioned in the TIIN field.  You can choose another ingredient to be replaced.

OR

(6)   Press [DELETE] to interrupt processing.  See paragraph 7.4.5.2.4 for processing instruction.

7.4.5.2.4  Process Interrupt Ring Menu.  This ring menu (fig. 7.4-25) is displayed when you interrupt the add or update process.  Use it to continue processing, start over, return to the Recipe File Maintenance Menu, or exit processing.

```
INTERRUPT OPTIONS:  Continue  Startover  Return  eXit
Continue working on current screen.
```

Figure 7.4-25.  Process Interrupt Ring Menu.

a.   Select Continue and you can continue processing on the same screen.

b.   Select Startover and the screen is cleared.  You can restart the process.

c.   Select Return and the Recipe Ingredient Replacement Menu is displayed.

d.   Select eXit and the system login screen is displayed.

7.4.5.2.5  Outputs.  The NSN / TIIN Exception List Report (PCN AJK-GB1) will be printed when there are items in the recipes that are not on the MIF.  You are not required to keep a copy of this report.  The cost for these recipes are recomputed automatically.


7.4.6  Course File Maintenance:  Select option F from the Recipe File Maintenance Menu to perform maintenance on the course listings provided by the Army Center Of Excellence, Subsistence (ACES).  The course designation provided are broad and should fit the needs of most A La Carte operations.  It is recommended that few changes be made.  Selecting option F will display the EDIT COURSE & TITLES MAINTENANCE screen (AJK-324) fig 7.4-25.

```
DATE: 17 Nov 2000     EDIT COURSE & TITLES MAINTENANCE        AJK-324


   COURSE NO                    COURSE TITLE            SEQ NO


       1                 SOUPS / APPETIZERS                1
       2                 ENTREES - MAIN                    7
       3                 SIDES                             6
       4                 SALADS                            5
       5                 BREADS/ROLLS                      4
       6                 SHORT ORDER                       3
       7                 DESSERTS                          2
       8                 COMBO MEALS                       1
       9                 SANDWICH BAR                      9
      10                 PASTA BAR                        10




            PRESS <ESC> WHEN FINISHED WITH SCREEN
         F1-INSERT   F2-DELETE   F3-SCROLL DOWN   F4-SCROLL UP




Enter a course number
```

Figure 7.4-25.1.  Edit Course and Title Maintenance Screen (example).

The following fields are available for edit:

a.   Course No. - The course numbers are numeric designations for each course.  This must be unique.  Attempts to duplicate a course number will produce a can not duplicate message.  The course is used to designate a default location for each recipe in the recipe service.  When a recipe is brought into a dining facility template or production schedule it will be placed with other items in the course.  The dining facility can change the designation for specific templates and production schedules.  This does not change the default course in the recipe.  You can not delete a course, if that course has any recipes assigned to it.  The course number is used at the dining facility level to sort the recipes for the production schedule and outside menus.

b.   Course Title - The course title is a 30 character text field to identify the contents for the course.  This title can be modified to reflect the designations desired on the A La Carte touch screens and outside menus.  If you do modify the title, ensure that the title accurately reflects the recipes within the course.

c.   Seq no - The course sequence number will determine where, on the A La Carte touch screens, the contents of the course will appear.  This is a numeric designation and can contain duplicates.

Each time a field is edited the change will save as you exit the line on which the change was made.

7.4.6.1 Outputs:  There are no outputs in this process.  A Course Number Listing PCN: AJK-MR3 can be drawn from the Dining Facility Operations Template Maintenance subprocess.

7.5  Compute Cost Process.  Use this process to update recipe costs (base recipe costs and POS quarterly price updates).  A recipe cost deviation report can be produced.

7.5.1  Processing Restrictions.  Contact TISA before you starting these processes to ensure that all price updates have been completed.

7.5.2  Processing Materials.  None.

7.5.3  Compute Cost Menu Screen.  Select option D from the INSTALLATION FILES MAINTENANCE MENU to display the Compute Cost Menu AJK-314, fig  7.5-1

```
Compute Cost:   A  B  C  R  X
Compute Recipe Cost


 DATE:  17 Nov 00                   COMPUTE COST MENU                   AJK-314


--------------------------------------------- Press F8 for Help ------------


                   OPTION CODE   RING MENU SELECTION OPTIONS


                        A          COMPUTE RECIPE COST


                        B          POS QUARTERLY PRICE UPDATE


                        C          POS COST DEVIATION REPORT


                        R          RETURN TO FILE MAINTENANCE MENU


                        X          EXIT




   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.5-1.  Compute Cost Menu  AJK-314

a.   Compute Recipe Cost - This process computes the cost for each recipe maintained by the Installation.  There are no messages displayed during this process.  The cursor will display at the bottom of the screen.  The most current prices from the Installation MIF are used in these calculations.  The recipe cost and recipe cost with condiments are updated.
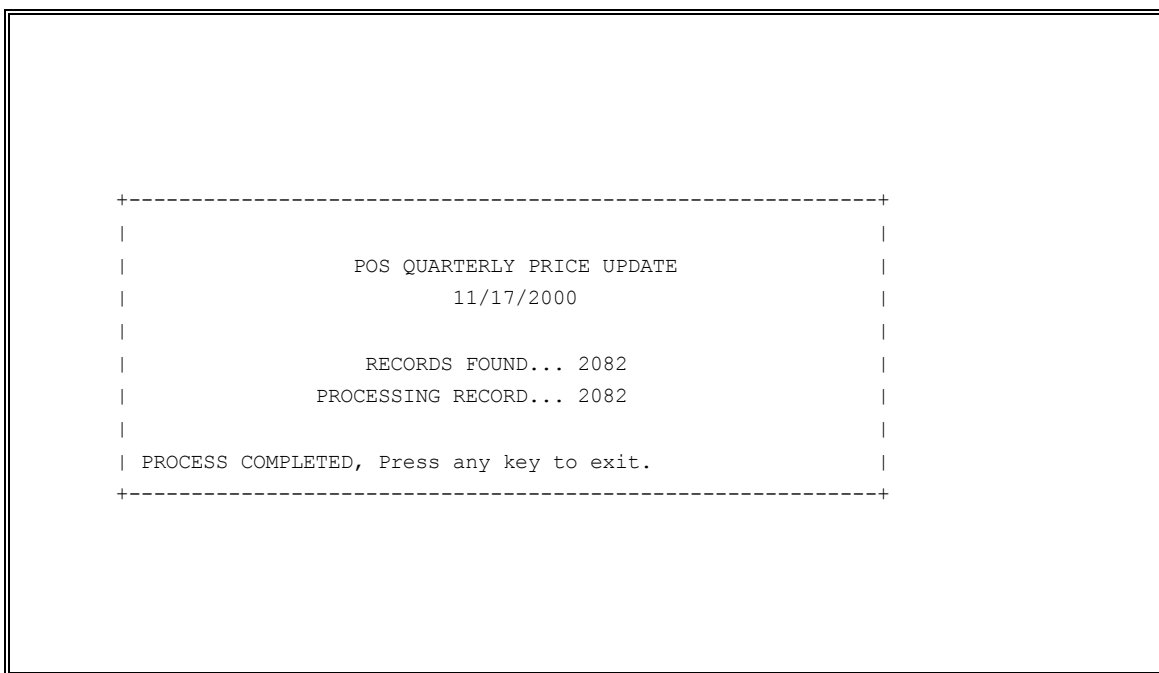
(1)   The Recipe Number Exception List report PCN: AJK-GV1 is printed automatically in this process.  This report lists each NSN, Item Name, and Number of Recipes Affected, that is not on the MIF or has been marked for deletion and has no positive inventory balance.  Items coded in the Item Name column as "*ITEM NAME NOT AVAILABLE*" indicates that the item NSN is not on the MIF or the reference file.  The number of recipes affected refers to the total number of recipes in which the NSN is used.

(2)   The Report of Recipe Not-In-Stock Summary PCN: AJK-GV2 is printed automatically in this process.  This report lists the recipe numbers that were affected by the NIS NSNs as reflected in the previous report.  Any recipe with one or more not-in-stock item will be listed.

(3)    The Report of Recipe Cost which Exceeds Limits report PCN: AJK-GV3 is printed automatically in this process.  This report will list all recipes which have a recipe cost greater than 299.99 dollars.  These are considered to be outside normal parameters and should be reviewed.

7.5.4 POS Quarterly Price Update:  This process is intended to be selected after the first catalog update for a new quarter.  The process will update the POS price field in each recipe that is coded as "No" in the 'exclude from auto POS price update' field in the recipe header.  If you need to update a POS price for items coded as Yes, you must change from the 'Add/Edit Recipe' process (para 7.4.1).  As the quarterly price update is being run as message documenting the number of records being updated will be displayed fig 7.5-2.

```
+---------------------------------------------------------------+
|                                                               |
|                   POS QUARTERLY PRICE UPDATE                   |
|                          11/17/2000                           |
|                                                               |
|                     RECORDS FOUND... 2082                     |
|                  PROCESSING RECORD... 2082                    |
|                                                               |
| PROCESS COMPLETED, Press any key to exit.                     |
+---------------------------------------------------------------+
```

Figure 7.5-2.  POS Quarterly Price Update Message Screen.

7.5.5 POS Cost Deviation Report  (PCN:  AJK-9H1):  Select option C to select the POS Cost Deviation Report process.  There are no messages displayed while this process runs.  This process will produce a report that lists the recipe items in which the POS Cost deviates from the recipe cost with condiment by greater than fifteen percent and a difference of at least 5 cents.  This report will grow during the quarter because the recipe cost w/ condiment is updated whenever there is a price change but the POS cost is only updated quarterly and / or on demand.  This report will list the recipe number, recipe name, recipe cost, POS cost, percent deviation, and the POS Cost Override designation.  If this report is generated periodically during the quarter it will show the effect of the weekly price changes in relation to the discount sale price (POS Cost).

7.6  Dining Facility Interface Subfunction.

 a.   Use the Dining Facility Interface Subfunction to format and transfer menus to the dining facility.

 (1)   Transfer Menus (para 7.6.1).

 (2)   Exit the Dining Facility Interface Menu and return to the IFA File Maintenance Menu or system login screen.

 b.   To access the Dining Facility Interface Menu from the IFA Options Menu, select the options in figure 7.6-1.

| MENU OPTION SELECTIONS |
|---|
| **IFA COMMAND OPTIONS MENU Option C**    →    **IFA FILE MAINTENANCE MENU Option E** |
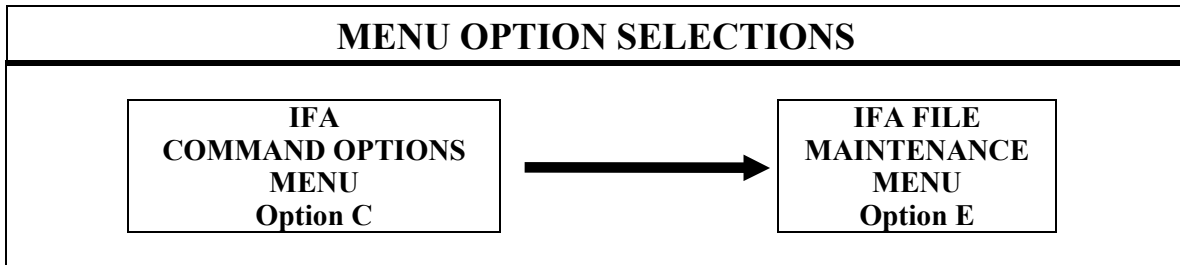
Figure 7.6-1.  Dining Facility Interface Menu Selection.

    c.   The Dining Facility Interface Menu (fig. 7.6-2) is displayed.

```
DFO FILE OPTIONS:  A B C D E F G R X
Transfer Master Menu by date/unload/send to DFO system


DATE:  15 Sep 95            DINING FACILITY INTERFACE MENU            AJK-172


--------------------------------------------- Press F8 for Help -------------


OPTION    DESCRIPTION                  OPTION    DESCRIPTION
 CODE                                   CODE


   A      MASTER MENU (BY DATE)           F      EXERCISE MENU


   B      B-RATION MENU                   G      B/T RATION MENU


   C      BOX LUNCH MENU                  R      RETURN TO FILE MAINT MENU


   D      14-DAY RESERVE MENU             X      EXIT


   E      T-RATION MENU



   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 7.6-2.  Dining Facility Interface Menu.

7.6.1  Transfer Menus Process.  Use this process to transfer menus in the MMF to the dining facilities.  The menus are transferred directly to the DFO Master Menu File (MSTMENU) through UUCP.  There are seven types of menus you can transfer.

7.6.1.1  Processing Restrictions.  None.

7.6.1.2  Processing Materials.  None.

NOTE:  As presently designed, the box lunch menus are not uploaded to the DFO Subsystem.

7.6.1.3  DFO/Master Menu Interface Screen AJK-116.  To transfer menus to the dining facilities, select one of the menu types from the Dining Facility Interface Menu.  The DFO/Master Menu Interface Screen (fig. 7.6-3) is displayed.

```
                                                       AJK-116
                        DFO/MASTER MENU INTERFACE




      Transfer all records to DFO for:      09/01/1995  to  09/30/1995
      <DELETE> key cancels this process
                                         (Please enter dates..........)












      Confirm output transaction date Y/N   Û
```

Figure 7.6-3.  DFO/Master Menu Interface Screen (AJK-116).

   a.   Enter the menu dates or days you want to transfer and press [Enter].

   b.   A message is displayed:  **Confirm output transaction date Y/N**.

      (1)   Enter Y to confirm the dates you enter.

                              OR

      (2)   Enter N to end processing.  The Dining Facility Interface Menu (7.6-2) is displayed.

   c.   If you select Y,  the message **Loading (TYPE MENU) Transactions To the DFX File . . . . Please wait**, is displayed while the menus are unloaded.

d.   Another series of messages (fig.7.6-4) is displayed while the menus are unloaded into DFO format.

```
Loading Master Menu Transactions to the DFX File....Please Wait

* * * * * * * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE  * * * * * * * * * * * *

Deleting old DFX File....Please wait

* * * * * * * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE  * * * * * * * * * * * *

Unloading Master Menu Records.....Please Wait

* * * * * * * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE  * * * * * * * * * * * *

2629 Master Menu Records Transferred to the DFO via (DFX)

* * * * * * * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE  * * * * * * * * * * * *

Sending Formatted IFA Master Menus.....Please Wait

* * * * * * * * * * CLEAR SCREEN TO DISPLAY NEW MESSAGE  * * * * * * * * * * * *

MENU RECORDS HAVE BEEN TRANSFERRED.  PRESS RETURN TO CONTINUE
```

Figure 7.6-4.  Transfer IFA Menus Message Screen.

e.   When the program is finished, a message is displayed:  **MENU RECORDS HAVE BEEN TRANSFERRED.  PRESS RETURN TO CONTINUE.**

NOTE:  When you transfer menus (other than the Master Menu), have the DFO use the Menu Inquiry processes (para 7.3) to verify that they are transferred successfully.

f.   Press [Enter] and the Dining Facility Interface Menu is displayed.

g.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.6.1.4 <u>Outputs</u>. No reports are printed during this process. The menus are sent to the dining facility through UUCP. The DFO can access these menus once the Transfer process is complete.

7.7 <u>Menu Planning Program Subfunction</u>.

---

NOTE: Due to hardware configuration changes, these processes are no longer use in versions past SCP 13. Procedures for loading new recipes from higher headquarters will be developed and distributed to System Administrators.

---

     a.   Use the Menu Planning Program Subfunction to load the Master Menu, Recipe, and NSN Reference file tapes into the IFA MMF, RHF, RIF, and RIN. Contact the SA for procedures to load the tapes. This subfunction contains five processes and two exit options:

       (1)   Master Menu (para 7.7.1).

       (2)   Recipe Ingredient (para 7.7.2).

       (3)   Recipe Instruction (para 7.7.3).

       (4)   Recipe Header (para 7.7.4).

       (5)   NSN X-Reference File (para 7.7.5).

       (6)   Exit the MPP File Options Menu and return to the IFA File Maintenance Menu or system login screen.

     b.   To access the MPP File Options Menu from the IFA Command Options Menu, select the options in figure 7.7-1.

---

### MENU OPTION SELECTIONS

| IFA COMMAND OPTIONS MENU Option C | → | IFA FILE MAINTENANCE MENU Option F |
|---|---|---|
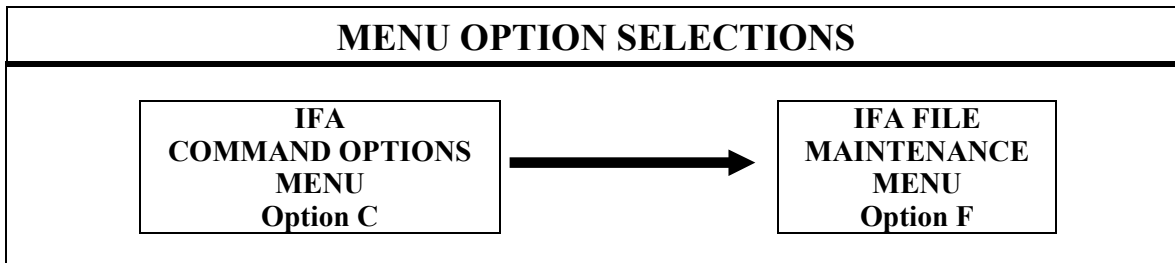
Figure 7.7-1. MPP File Options Menu Selection.

c.   The MPP File Options Menu (fig. 7.7-2) is displayed.

```
MPP FILE OPTIONS:  A B C D E R X
Converts and copies the Master Menu to the System's Environment


              MENU PLANNING PROGRAM INTERFACE MENU              AJK-178


--------------------------------------- Press F8 for Help -------------



OPTION     DESCRIPTION              OPTION     DESCRIPTION
 CODE                                CODE


  A        MASTER MENU                E        NSN CROSS-REFERENCE


  B        RECIPE INGREDIENT          R        RETURN TO FILE MAINT MENU


  C        RECIPE INSTRUCTION         X        EXIT


  D        RECIPE HEADER




   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU CODE:
```

Figure 7.7-2.  MPP File Options Menu.
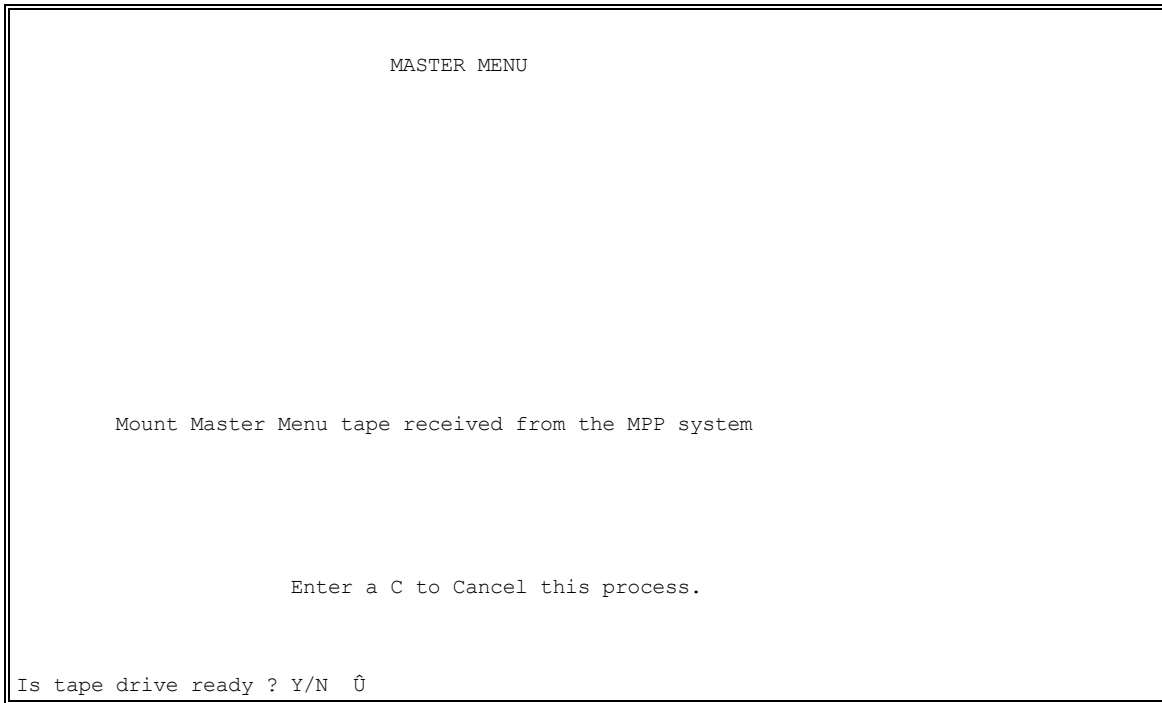
7.7.1  Load Master Menu Tape Process.  Use this process to load the MPP Master Menu Tape into the MMF file.

7.7.1.1  Processing Restrictions.  Contact the SA before you start this process.  The SA must load the tape on the system tape drive and call you.

7.7.1.2  Processing Materials.  None.

<u>7.7.1.3  Load Master Menu Tape Message Screen</u>.  To load the master menu tape, select Option A from the MPP File Options Menu.

    a.   Two messages are displayed (fig. 7.7-3):  **Mount Master Menu tape received from the MPP system**; then, **Is tape drive ready? Y/N**.

```
                            MASTER MENU




          Mount Master Menu tape received from the MPP system




                       Enter a C to Cancel this process.


Is tape drive ready ? Y/N   Û
```

Figure 7.7-3.  Load Master Menu Tape Message Screen.

    (1)   Enter Y to load the information on the tape into the MMF.

<div align="center">OR</div>

    (2)   Enter N to end processing.

    b.   The MPP File Options Menu is displayed.

    c.   To interrupt processing, enter C.  The MPP File Options Menu is displayed.

    d.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.7.1.4  Outputs.  No reports are printed during this process.  When you select Y in response to the tape drive message, the MPP Master Menu information is loaded into the MMF.

7.7.2  Load Recipe Ingredient Tape Process.  Use this process to load the MPP Recipe Ingredient Tape into the RIN.

7.7.2.1  Processing Restrictions.  Contact the SA before you start this process.  The SA must load the tape on the system tape drive and call you.  Ask the SA to save any new recipes you created and the SOP recipe headers, ingredients, and instructions in a separate file and reload them after you finish processing the MPP data.

7.7.2.2  Processing Materials.  None.

7.7.2.3  Load Recipe Ingredient Tape Message Screen.  To load the recipe ingredient tape, select Option B from the MPP File Options Menu.

a.  Two messages are displayed (fig. 7.7-4):  **Mount Recipe Ingredient tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

```
                        RECIPE INGREDIENT






         Mount Recipe Ingredient tape received from the MPP system




                      Enter a C to Cancel this process.


Is tape drive ready ? Y/N   Û
```

Figure 7.7-4.  Load Recipe Ingredient Tape Message Screen.

(1)   Enter Y to load the information on the tape into the RIN.

OR

(2)   Enter N to end processing.

b.  The MPP File Options Menu is displayed.

c.  To interrupt processing, enter C.  The MPP File Options Menu is displayed.

d.  To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

e.   If you select Y, load the NSN X-Reference tape.  Then, run the Replace Ingredients Subprocess (para 7.4.5) to replace the unmatched ingredients with ingredients from your installation MIF.

7.7.2.4  Outputs.  No reports are printed during this process.  When you select Y in response to the tape drive message, the MPP Recipe Ingredient information is loaded into the RIN.

7.7.3  Load Recipe Instruction Tape Process.  Use this process to load the MPP Recipe Instruction Tape into the RIF.

7.7.3.1  Processing Restrictions.  Contact the SA before you start this process.  The SA must load the tape on the system tape drive and call you.

7.7.3.2  Processing Materials.  None.

7.7.3.3  Load Recipe Instruction Tape Message Screen.  To load the recipe instruction tape, select Option C from the MPP File Options Menu.

a.   Two messages are displayed (fig. 7.7-5):  **Mount Recipe Instruction tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

```
                         RECIPE INSTRUCTIONS









        Mount Recipe Instructions tape received from the MPP system




                      Enter a C to Cancel this process.


Is tape drive ready ? Y/N  Û
```

Figure 7.7-5.  Load Recipe Instructions Tape Message Screen.

(1)   Enter Y to load the information on the tape into the AFMIS system environment.

OR

(2)   Enter N to end processing.

      b.   The MPP File Options Menu is displayed.

      c.   To interrupt processing, enter C.  The MPP File Options Menu is displayed.

      d.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

      e.   Deleted.

7.7.3.4  Outputs.  No reports are printed during this process.  When you select Y in response to the tape drive message, the MPP Recipe Instruction information is loaded into the RIF.

7.7.4  Load Recipe Header Tape Process.  Use this process to load the MPP Recipe Header Tape into the RHF.

7.7.4.1  Processing Restrictions.  Contact the SA before you start this process.  The SA must load the tape on the system tape drive and call you.

7.7.4.2  Processing Materials.  None.

7.7.4.3  Load Recipe Header Tape Message Screen.  To load the recipe header tape, select Option D from the MPP File Options Menu.

      a.   Two messages are displayed (fig. 7.7-6):  **Mount Recipe Header tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

```
                            RECIPE HEADERS










        Mount Recipe Header tape received from the MPP system




                   Enter a C to Cancel this process.


Is tape drive ready ? Y/N  Û
```

Figure 7.7-6.  Load Recipe Header Tape Message Screen.

(1)  Enter Y to load the information on the tape into the AFMIS system environment.

OR

(2)  Enter N to end processing.

   b.  The MPP File Options Menu is displayed.

   c.  To interrupt processing, enter C.  The MPP File Options Menu is displayed.

   d.  To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

   e.  Deleted.

7.7.4.4  Outputs.  No reports are printed during this process.  When you select Y in response to the tape drive message, the MPP Recipe Header information is loaded into the RHF.

7.7.5  Load NSN X-Reference Tape Process.  Use this process to load the MPP NSN X-Reference Tape into the MIF Reference File (REF).  This information is used during the Replace Ingredients Subprocess (para 7.4.5).

7.7.5.1  Processing Restrictions.  Contact the SA before you start this process.  The SA must load the tape on the system tape drive and call you.

7.7.5.2  Processing Materials.  None.

7.7.5.3  Load NSN X-Reference Tape Message Screen.  To load the NSN X-Reference tape, select Option E from the MPP File Options Menu.

a.   Two messages are displayed (fig. 7.7-7):  **Mount NSN x-ref tape received from the MPP system**; then, **Is tape drive ready? Y/N or C to Cancel**.

```
                             NSN X-REF FILE








       Mount NSN x-ref file received from the MPP system




                      Enter a C to Cancel this process.


Is tape drive ready ? Y/N
```

Figure 7.7-7.  Load NSN X-Reference Tape Message Screen.

(1)   Enter Y to load the information on the tape into the AFMIS system environment.

OR

(2)   Enter N to end processing.

b.   The MPP File Options Menu is displayed.

c.   To interrupt processing, enter C.  The MPP File Options Menu is displayed.

d.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.7.5.4  Outputs.  No reports are printed during this process.  When you select Y in response to the tape drive message, the MPP NSN X-Reference information is loaded into the REF.

7.8  Cash Meal Cost Update Subfunction.

     a.   Use the Cash Meal Cost Update Subfunction to review, update, and delete food costs and Operations and Maintenance Army (OMA) charges.  The information is transferred directly to the dining facility.  The dining facility uses this information to process cash collections and turn-ins to the Finance and Accounting Office (FAO).  This subfunction contains four processes and two exit options:

     (1)   Enter Meal Costs (para 7.8.1).

     (2)   Review Records (para 7.8.2).

     (3)   Delete Records(para 7.8.3).

     (4)   Print Report (para 7.8.4).

     (5)   Exit the Cash Meal Cost Menu and return to the IFA File Maintenance Menu or system login screen.

     b.   To access the Cash Meal Cost Menu from the IFA Command Options Menu, select the options in figure 7.8-1.
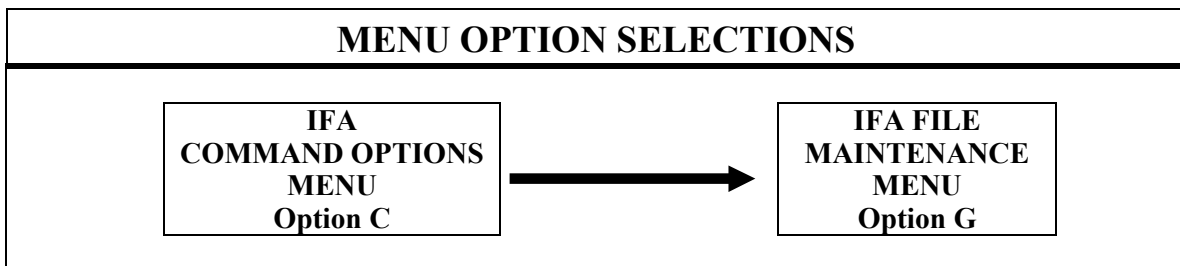
| MENU OPTION SELECTIONS |
|---|
| IFA COMMAND OPTIONS MENU  Option C    ⟶    IFA FILE MAINTENANCE MENU  Option G |

Figure 7.8-1.  Cash Meal Cost Menu Selection.

c.  The Cash Meal Cost Menu (fig. 7.8-2) is displayed.

```
CASH MEAL COST MENU:   A  B  C  D  R  EXIT
Enter both acct/meal cost



   DATE:  20 Nov 2000      CASH MEAL COST UPDATE MENU        AJK-187


--------------------------------------------- Press F8 for Help ------------


OPTION      DESCRIPTION                     OPTION      DESCRIPTION
 CODE                                        CODE


   A        ENTER MEAL COSTS                  R        RETURN TO
                                                       FILES MAINT MENU
   B        REVIEW RECORDS
                                             X        EXIT THE IFA
   C        DELETE RECORDS                            PROCESSING


   D        PRINT REPORT



   SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.8-2.  Cash Meal Cost Menu.

7.8.1  Enter Meal Costs Process.  Use this process to enter food costs and OMA or operating expense charges (old surcharge) by meal.  This information is used in the DFO subsystem to record the amount of money that should have been collected (by non A La Carte Dining Facilities) based on headcounts entered.

7.8.1.1  Processing Restrictions.  Tomorrow's date or later must be used as the new effective date.  The data displayed when screen AJK-107 appears initially is the information entered for most current effective date in the system.  Example: if the system date is 1 April 1997, and there are two records in the system, (1 Dec 96 and 1 Oct 97) the data for 1 October 1997 will be displayed.

---

**NOTE:**  You can now enter new meal cost data or accounting classifications **when you get them**.  The system now uses the effective date entered with the new data.  You **no longer** have to try to orchestrate getting all headcount entered or all cash collection vouchers printed before the new data can be entered.  The system will automatically use the correct meal cost data when entering headcount and the right accounting classification data when Cash Collection Vouchers are prepared in the system.  For Cash Collection Vouchers, the system matches the meal through date with the effective date.

---

7.8.1.2  Processing Materials.  Use the message provided by Higher Headquarters to update the food costs and OMA charges.

7.8.1.3  Enter Meal Costs Screen AJK-107.  To enter new meal costs for a future date, or to change the data already entered for a future date select Option A from the Cash Meal Cost Menu..  The Acct Cls/Meal Cost Data Screen (fig. 7.8-3) is displayed.  The newest data is displayed.  The further in the future the newer the data; example, with a system date of 1 April 2000, 1 Oct 2000 is newer than 1 Sep 2000.

```
DATE:   20 Nov 2000          MEAL COST DATA              AJK-107


                    EFFECTIVE DATE:   01 Oct 2000


     MEAL                    FOOD COST                   OMA


     BREAKFAST                  1.30                    0.30
     LUNCH                      2.65                    0.55
     DINNER                     2.65                    0.55
     BRUNCH                     3.00                    0.60
     SUPPER                     3.60                    0.80
     HOLIDAY                    4.30                    0.90


     CONDIMENT PERCENT          0.10
     OPERATING PERCENT          0.33




Do you wish to create a new record?  Enter Y/N
               Press <DELETE> to exit this screen.
```

Figure 7.8-3. Meal Cost Data Screen (AJK-107).

     a.   Enter N in response to the prompt **Do you wish to create a new record?  Enter Y/N.** and the Cash Meal Cost Update Menu is displayed

<div align="center">OR</div>

     b.   Enter Y in response to the prompt **Do you wish to create a new record?  Enter Y/N.** and you will be able to enter a new record.  On all fields except the enter new effective date field which will appear at the bottom of the screen when you press [Enter] on the OPERATING PERCENT field, you can press [Enter] to accept the value displayed or enter a new value and press [Enter].

        (1)   The cursor is positioned in the Breakfast Food Cost field.

(a)    Enter the new breakfast food cost to change or press [Enter] to accept the value displayed.

(b)    Enter the new breakfast OMA to change or press [Enter] to accept the value displayed.

(c)    Enter the new lunch food cost to change or press [Enter] to accept the value displayed.

(d)    Enter the new lunch OMA to change or press [Enter] to accept the value displayed.

(e)    Enter the new dinner food cost to change or press [Enter] to accept the value displayed.

(f)    Enter the new dinner OMA to change or press [Enter] to accept the value displayed.

(g)    Enter the new brunch food cost to change or press [Enter] to accept the value displayed.

(h)    Enter the new brunch OMA to change or press [Enter] to accept the value displayed.

(i)    Enter the new supper food cost to change or press [Enter] to accept the value displayed.

(j)    Enter the new supper OMA to change or press [Enter] to accept the value displayed.

(k)    Enter the new holiday food cost to change or press [Enter] to accept the value displayed.

(l)    Enter the new holiday OMA to change or press [Enter] to accept the value displayed.

(m)   Enter the new Condiment percentage to change or press [Enter] to accept the value displayed.  This is used by A La Carte facilities.

(n)    Enter the new Operating expense percentage to change or press [Enter] to accept the value displayed.  This is used by A La Carte facilities.

(2)    Enter the new effective date for the data displayed press [Enter].

(3)    See figure 7.8-4 for an example of a completed screen with all data to include the effective date entered.

```
DATE:   20 Nov 2000          MEAL COST DATA               AJK-107


                   EFFECTIVE DATE:   01 Oct 2000


     MEAL                 FOOD COST                   OMA


     BREAKFAST               1.35                    0.35
     LUNCH                   2.70                    0.55
     DINNER                  2.70                    0.55
     BRUNCH                  3.05                    0.65
     SUPPER                  3.65                    0.85
     HOLIDAY                 4.50                    1.00


     CONDIMENT PERCENT       0.10
     OPERATING PERCENT       0.33



        Enter the new effective date for this data: [ 1][DEC][00]
Enter year (yy)
                 Press <DELETE> to exit this screen.
```

Figure 7.8-4.  Meal Cost Data Screen - All Entries.

(4)    Duplicate Effective Date entries:  See figure 7.8-5 for an example of a completed screen with prompt that appears when an effective date is entered that is equal to an effective date on the file.

(a)    Enter Y at this prompt to change the data on the record for the effective date entered.

OR

(b)    Enter N at this prompt to change the effective entered to create a new record.

```
DATE:   20 Nov 2000          MEAL COST DATA                 AJK-107

                     EFFECTIVE DATE:   01 Dec 2000


     MEAL                    FOOD COST                    OMA


     BREAKFAST                 1.35                        0.35
     LUNCH                     2.70                        0.55
     DINNER                    2.70                        0.55
     BRUNCH                    3.05                        0.65
     SUPPER                    3.65                        0.85
     HOLIDAY                   4.50                        1.00


     CONDIMENT PERCENT         0.10
     OPERATING PERCENT         0.33



        Enter the new effective date for this data: [ 1][DEC][00]
This date is already in use.  Do you want to replace the data.  Enter Y/N
```

Figure 7.8-5. Meal Cost Data Screen - Change Existing Record.

        (5)   To interrupt processing, press [DELETE].

      c.   When you finish your entries, press [Enter].  The Cash Meal Cost Update Menu is displayed.

      d.   To exit this menu, enter R.  The IFA File Maintenance Menu is displayed.

7.8.1.4  Outputs.  No reports are printed during this process.  After you enter the data the updated information is transferred to the DFO subsystem for use when headcount is entered for effective date or later and or when a cash collection voucher is prepared for meal dates equal to or greater than the effective date.

7.8.2  Review Records Process.

      a.   Use the Review Records Process to review food cost data in the system.

      b.   To access the Meal Cost Data Review Menu from the IFA Command Options Menu, select the options in figure 7.8-6.

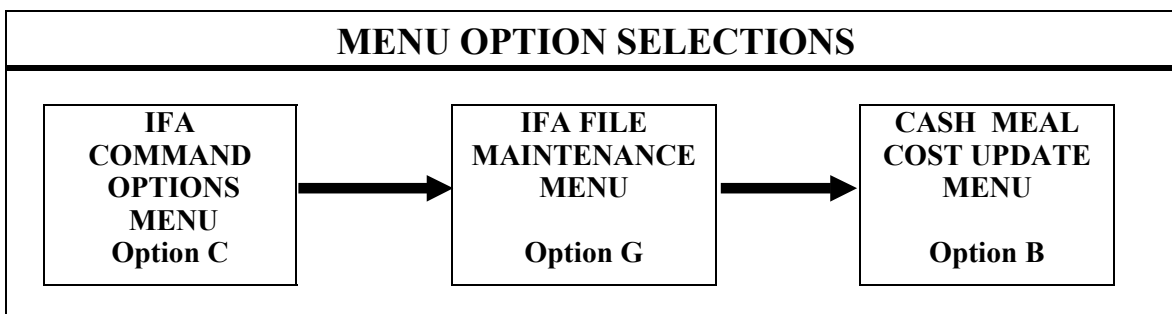| MENU OPTION SELECTIONS | | |
|---|---|---|
| **IFA COMMAND OPTIONS MENU** <br> **Option C** | **IFA FILE MAINTENANCE MENU** <br><br> **Option G** | **CASH MEAL COST UPDATE MENU** <br><br> **Option B** |

Figure 7.8-6.  Meal Cost Data Review Menu Selection.

     c.   The Meal Cost Data Review Screen (fig. 7.8-7) is displayed.

7.8.2.1  Review Meal Cost Data Subprocess.  Use this subprocess to review food costs and OMA charges.

7.8.2.1.1  Processing Restrictions.  None.

7.8.2.1.2  Processing Materials.  Use the information provided by Headquarters, DA to review the food costs and OMA charges.  Pay particular attention to the effective date as it must be correct as well.

7.8.2.1.3  IFA Meal Cost Review Screen AJK-136.  To review the food costs and OMA charges, select Option B from the Cash Meal Cost Update Menu.  The IFA Meal Cost Review Screen (fig. 7.8-7) is displayed.

```
DATE:   20 Nov 2000        IFA MEAL COST REVIEW          AJK-136


  EFFECTIVE DATE:   01 Dec 2000
  MEALS:        BREAKFAST     LUNCH    DINNER    BRUNCH    SUPPER     HOLIDAY
  FOOD COST:       1.35        2.70      2.70      3.05      3.65       4.50
  OMA:             0.35        0.55      0.55      0.65      0.85       1.00
  CONDIMENT %      0.10      OPERATING  %       0.33
  EFFECTIVE DATE:   01 Oct 2000
  MEALS:        BREAKFAST     LUNCH    DINNER    BRUNCH    SUPPER     HOLIDAY
  FOOD COST:       1.30        2.65      2.65      3.00      3.60       4.30
  OMA:             0.30        0.55      0.55      0.60      0.80       0.90
  CONDIMENT %      0.10      OPERATING  %       0.33
  EFFECTIVE DATE:   06 Oct 1999
  MEALS:        BREAKFAST     LUNCH    DINNER    BRUNCH    SUPPER     HOLIDAY
  FOOD COST:       1.25        2.45      2.45      2.80      3.35       4.00
  OMA:             0.25        0.55      0.55      0.60      0.75       1.00
  CONDIMENT %      0.10      OPERATING  %       0.33


     PRESS <F3> Backward; <F4> Forward; <DELETE> to exit this screen.
```

Figure 7.8-7.  IFA Meal Cost Review Screen (AJK-136).

a.    The cursor is positioned on the EFFECTIVE DATE field.  The records for three effective dates are displayed on the screen at a time.  Use of the F3 (backward by effective date) and F4 (forward by effective date) function keys will bring up three new records if available. Use of the return or arrow keys will scroll the records one at a time.  Example on the above screen if [Enter] is pressed three times the record for 1 Oct. 00 would move to the top, and the next record would appear

b.    When you finish your review, press [DELETE].  The Cash Meal Cost Update Menu is displayed.

c.    To exit this menu, enter R.  The Installation Files Maintenance Menu is displayed.

7.8.2.1.4  Outputs.  No reports are printed during this subprocess.  The food costs and OMA charges are displayed on the screen only.

7.8.3  Delete Records Process.  Use this process to delete old records from the Meal Cost Information for IFA (MCI) file.

7.8.3.1  Processing Restrictions.  Records can not be deleted that are less than 6 months old based on the effective date.  Example, with a system date of 01 Oct 00, records with effective dates of 01 April 2000 back to 31 September 2000 can not be deleted.

7.8.3.2  Processing Materials.  The IFA Meal Cost Report, PCN AJK-HR1 can be used to determine which records are candidates for deletion.

7.8.3.3  Delete Meal Cost Data Screen AJK-229.  To delete a record, select Option C from the Cash Meal Cost Update Menu.  The Delete Meal Cost Data Screen (fig. 7.8-8) is displayed.

```
DATE:   20 Nov 2000         DELETE MEAL COST DATA         AJK-229


                   EFFECTIVE DATE:  [   ][    ][   ]


    MEAL                    FOOD COST                    OMA


    BREAKFAST
    LUNCH
    DINNER
    BRUNCH
    SUPPER
    HOLIDAY


    CONDIMENT PERCENT
    OPERATING PERCENT




Enter dd
```

Figure 7.8-8. Meal Cost Data Screen (AJK-229).

    a.   The cursor is positioned in the EFFECTIVE DATE field.

       (1)   Enter a two-digit day.

       (2)   Enter a three-digit month.

       (3)   Enter a two-digit year.

       (4)   The message **Do you wish to delete this record? Enter Y(es or N(o** is displayed

          (a)   Enter Y to delete the record.  The message **This record has been deleted.** appears briefly.  The Cash Meal Cost Update Menu is displayed.

<p align="center">OR</p>

          (b)   Enter N to end processing.  The record stays in your files.  The Cash Meal Cost Update Menu is displayed.

    b.   To exit this menu, enter R.  The Installation Files Maintenance Menu is displayed.

    c.   To exit this menu, enter R.  The IFA Command Menu is displayed.

7.8.3.4  Outputs.  No reports are printed during this process.  When you select Y in response to the message, the old record is deleted from the MCI file.

7.8.4  Print Report Process.  Use this process to print the IFA Meal Cost Report, PCN:  AJK-HR1 for the records selected.  One record will be printed on each page.  The last page is an end page.

7.8.4.1  Processing Restrictions.  None.

7.8.4.2  Processing Materials.  None.

7.8.4.3  IFA Meal Cost Report Screen AJK-228.  To print a record or records, select Option D from the Cash Meal Cost Update Menu.  The IFA Meal Cost Report Screen (fig. 7.8-9) is displayed.

```
DATE: [20 Nov 2000]                                        AJK-228
                     INSTALLATION FOOD ADVISOR
                      IFA MEAL COST REPORT



                         EFFECTIVE DATES


                   [ ]        [12/01/2000 ]
                   [ ]        [10/01/2000 ]
                   [ ]        [10/06/1999 ]
                   [ ]        [10/01/1999 ]
                   [ ]        [10/01/1998 ]
                   [ ]        [10/01/1997 ]
                   [ ]        [           ]
                   [ ]        [           ]


       ENTER AN "X" BY DATES TO BE PRINTED.  PRESS <ESC> WHEN FINISHED.


                      Enter <DELETE> to exit process
```

Figure 7.8-9.  IFA Meal Cost Report Screen (AJK-228).

　　　a.　The cursor is positioned in the block next to the newest Effective Date field.  The Enter and arrow keys can be used to move the cursor.

　　　　(1)　Place an X in the block(s) next to the record(s) you wish to print.

　　　　(2)　When all blocks are correctly marked, press [ESCAPE].

　　　　　(a)　If one or more blocks is marked with an X, the prompts **Printing - Please wait** and **Report has been sent to printer.** will appear briefly, then the Cash Meal Cost Update Menu is displayed.

<center>OR</center>

　　　　　(b)　If an X was not entered next to any block, the prompt **NO SELECTIONS WERE MADE AND NO REPORT WILL BE PRINTED.**  appears briefly, then the Cash Meal Cost Update Menu is displayed.

　　　　(3)　If [DELETE] is pressed, the interrupt menu appears.

　　　b.　To exit this menu, enter R.  The Installation Files Menu is displayed.

　　　c.　To return to the IFA Command Menu, select R from each menu displayed.

7.8.4.4  Outputs.  The IFA Meal Cost Report (PCN:  AJK-HR1) for the record(s) selected.  One record prints on each page and the last page is an end page. You are not required to file these reports.  See Appendix  C for examples of this report.

7.9  DFO Bulletin Board Subfunction.

      a.   Use this subfunction to add, change, and delete information on the DFO Bulletin Board Screen AJK-002.   For example, you can use it to give the DFO information about upcoming menu board meetings, training classes, and other areas of interest.  This subfunction contains two processes and two exit options:

      (1)   Add/Update Message (para 7.9.1).

      (2)   Delete Message (para 7.9.2).

      (3)   Exit the Bulletin Board Command Menu and return to the IFA File Maintenance Menu or system login screen.

      b.  To access the Bulletin Board Command Menu from the IFA Command Options Menu, select the options in figure 7.9-1.
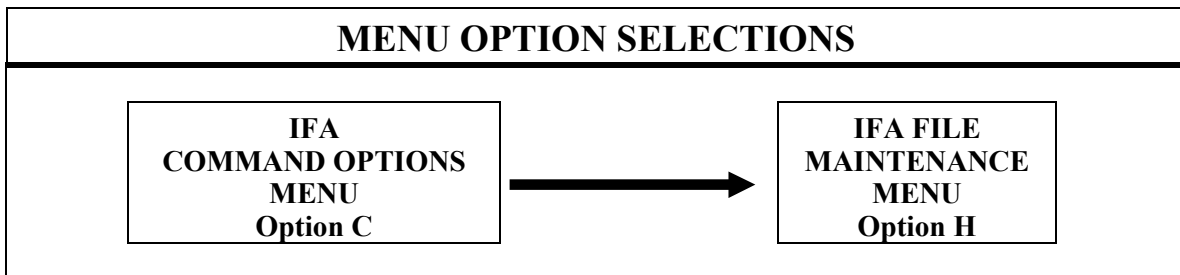
| MENU OPTION SELECTIONS |
|---|

| IFA COMMAND OPTIONS MENU Option C | → | IFA FILE MAINTENANCE MENU Option H |
|---|---|---|

Figure 7.9-1.  Bulletin Board Command Menu Selection.

c.   The Bulletin Board Command Menu (fig. 7.9-2) is displayed.

```
BULLETIN BOARD COMMAND MENU:  A B R X
ADD/MODIFY BULLETIN BOARD MESSAGE


DATE: 25 Nov 00       BULLETIN BOARD COMMAND MENU                AJK-704



                  OPTION      DESCRIPTION
                   CODE

                    A         ADD/MODIFY MESSAGE

                    B         DELETE MESSAGE

                    R         RETURN TO FILE MAINTENANCE MENU

                    X         EXIT FROM TISA PROCESSING




     SELECT DESIRED OPTION CODE THRU RING MENU SELECTION.  OPTION CODE:
```

Figure 7.9-2.  Bulletin Board Command Menu.

7.9.1  Add/Update Bulletin Board Message Process.  Use this process to add and change messages on the DFO Bulletin Board - IFA Screen AJK-002.   Use it to give the DFO information about menu boards, classes, and other activities.  When you confirm your entries, the data is sent directly to the DFO database using the UUCP utility.  When the DFO user logs in, the message is displayed.  You can change the message as often as you choose, but the DFO operator will only see the last message you updated.

7.9.1.1  Processing Restrictions.  None.

7.9.1.2  Processing Materials.  None.

7.9.1.3  IFA - Add Bulletin Board Message Screen AJK-728.  To add a message, select Option A from the Bulletin Board Command Menu.  The IFA - Add Bulletin Board Message Screen (fig. 7.9-3) is displayed.  Fifteen lines are available for data entry.  The cursor is positioned in the first line.

```
[                                                                    ]
DATE:  [22 Nov 00]           BULLETIN BOARD FILE                 AJK-728
                  [IFA - ADD  BULLETIN BOARD MESSAGE]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]
 [                                                                  ]


     [                                            ] [ ]
Enter bulletin board message.  Press <ESCAPE> when finished.
```

Figure 7.9-3.  Add Bulletin Board Message Screen (AJK-728).

a.    After you enter information in a field, press [Enter].  The cursor moves to the next field.

(1)    To correct an entry, press the [BACKSPACE] key until the cursor reaches the word or number you want, and retype it.

(2)    To erase an entry, use the [SPACEBAR].

(3)    Use the ARROW keys to move up and down fields.

NOTE:  This screen does not have a wrap around feature for text.  When you reach the end of a line, you hear a warning beep.  Make sure the last word you typed is complete before you press [Enter].  If the word is not complete, you can use a hyphen and finish typing it on the next line.  You can also press the [BACKSPACE] key until you reach the first letter of the word and then use the [SPACEBAR] to erase it.  Press [Enter] and continue typing on the next line.

(4)    Figure 7.9-4 shows a sample message screen.

```
[                                                                      ]
DATE: [25 Nov 00]          BULLETIN BOARD FILE                AJK-728
                 [IFA - ADD  BULLETIN BOARD MESSAGE]
[1.  The next menu board meeting is scheduled for 07 Dec 00.  We will discuss  ]
[ the requirement for December and plan for the upcoming Christmas holidays.    ]
[                                                                      ]
[2.  The following  training classes will be held in the 2nd Bn training        ]
[ classroom at 0800 and 1400:                                          ]
[                                                                      ]
[        Field Food Service Sanitation        04 Dec                   ]
[        Army Field Feeding System (AFFS)      05 Dec                   ]
[        AFMIS Policies and procedures         05 Dec                   ]
[    You can send up to three personnel to each session.  See you there !!!    ]
[                                                                      ]
[                                                                      ]
[                                                                      ]
[                                                                      ]
[                                                                      ]


     [                                                      ] [ ]
Enter bulletin board message.  Press <ESCAPE> when finished.
```

Figure 7.9-4.  Add Bulletin Board Message Screen (example).

b.    To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.9.1.5 for processing instructions.

c.   When you finish your entries, press [ESC].  A message is displayed:  **[Enter 'Y' to confirm or 'N' to cancel.  Press <ESCAPE>:]**.

(1)   Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD).  Press [ESC] and a message is displayed:  **Inserting bulletin board message.  Please wait . . .**  Then, the IFA File Maintenance Menu is displayed.

OR

(2)   Enter N and press [ESC].  A message is displayed:  **Message was not confirmed.  The database will not be updated**.  Then, the Bulletin Board Command Menu is displayed.

NOTE:  Once you enter a message for the first time and confirm it, the next time you select Option A (Add/Modify), the IFA - Modify Bulletin Board Message Screen (AJK-728) is displayed.  To add a brand new message, use the Delete option to erase the old one or use the Modify Screen to make changes.

7.9.1.4  IFA - Modify Bulletin Board Message Screen AJK-728.  Use this screen to change a bulletin board message after you add it or to review and update an existing one.  Select Option A from the Bulletin Board Command Menu and the IFA - Modify Bulletin Board Message Screen (fig. 7.9-5) is displayed.  The last message you added or changed is displayed.  The cursor is positioned in the first line.

```
[                                                                      ]
DATE: [25 Nov 00]         BULLETIN BOARD FILE                  AJK-728
                  [IFA  - MODIFY BULLETIN BOARD MESSAGE]
[1.  The next menu board meeting is scheduled for 07 Dec 00.  We will discuss  ]
[ the requirement for December and plan for the upcoming Christmas holidays.    ]
[                                                                      ]
[2.  The following  training classes will be held in the 2nd Bn training        ]
[ classroom at 0800 and 1400:                                          ]
[                                                                      ]
[         Field Food Service Sanitation        04 Dec                  ]
[         Army Field Feeding System (AFFS)      05 Dec                  ]
[         AFMIS Policies and procedures         05 Dec                  ]
[    You can send up to three personnel to each session.  See you there !!!    ]
[                                                                      ]
[                                                                      ]
[                                                                      ]
[                                                                      ]
[                                                                      ]


      [                                                     ] [ ]
Enter bulletin board message.  Press <ESCAPE> when finished.
```

Figure 7.9-5.  Modify Bulletin Board Message Screen (AJK-728).

        a.   To change information, move the cursor to the field(s) you want and type in the new data over the old.  Press [Enter] and the cursor moves to the next field.

        (1)   To correct an entry, press the [BACKSPACE] key until the cursor reaches the word or number you want, and retype it.

        (2)   To erase an entry, use the [SPACEBAR].

(3)    Use the ARROW keys to move up and down fields.

NOTE:  This screen does not have a wrap around feature for text.  When you reach the end of a line, you hear a warning beep.  Make sure the last word you typed is complete before you press [Enter].  If the word is not complete, you can use a hyphen and finish typing it on the next line. You can also press the [BACKSPACE] key until you reach the first letter of the word and then use the [SPACEBAR] to erase it.  Press [Enter] and continue typing on the next line.

(4)    See figure 7.9-6 for an example of message changes.

```
[                                                                       ]
DATE: [25 Nov 00]          BULLETIN BOARD FILE                 AJK-728
                  [IFA  - MODIFY BULLETIN BOARD MESSAGE]
[1.  The next menu board meeting is scheduled for 07 Dec 00.  We will discuss  ]
[ the requirements for December and plan for the upcoming Christmas holidays.  ]
[                                                                       ]
[2.  The following  training classes will be held in the 2nd Bn training       ]
[ classroom at 0800 and 1400:                                          ]
[                                                                       ]
[         Field Food Service Sanitation         04 Dec                 ]
[         Army Field Feeding System (AFFS)       05 Dec                 ]
[         AFMIS Policies and procedures          05 Dec                 ]
[         TB MED 530 Sanitation Certification                          ]
[                            exam                06 Dec                 ]
[                                                                       ]
[   You can send up to three personnel to each session.               ]
[                                                                       ]
[                  Have a beautiful day !!!!                           ]


      [                                                     ] [ ]
Enter bulletin board message.  Press <ESCAPE> when finished.
```

Figure 7.9-6.  Modify Bulletin Board Message Screen (example).

b.    To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.9.1.5 for processing instructions.

c.   When you finish your entries, press [ESC].  A message is displayed:  **[Enter 'Y' to confirm or 'N' to cancel.  Press <ESCAPE>:]**.

(1)   Enter Y to confirm your message and send it to the DFO Bulletin Board File (BBD).  Press [ESC] and a message is displayed:  **Updating bulletin board message.  Please wait . . .**  Then, the IFA File Maintenance Menu is displayed.

OR

(2)   Enter N and press [ESC].  A message is displayed:  **Message was not confirmed.  Table will not be updated**.  Then, the IFA File Maintenance Menu is displayed.

OR

(3)   Press [ESC] with no entry and a message is displayed:  **Message was not modified.  The database will not be updated.**  Then, the IFA File Maintenance Menu is displayed.

d.   To exit this menu, enter R.  The IFA Options Menu is displayed.

7.9.1.5  Interrupt Ring Menu.  This ring menu (fig. 7.9-7) is displayed when you press [DELETE].  Use it to continue processing, start over, return to the Bulletin Board Command Menu or exit processing.

```
INTERRUPT OPTIONS:  Continue   Startover   Return   eXit
Continue working on current screen.
```

Figure 7.9-7.  Interrupt Ring Menu.

a.   Select Continue and the cursor moves back to the last data entry field you completed.

b.   Select Startover and the cursor moves back to the last data entry field you completed.

c.   Select Return and the Bulletin Board Command Menu is displayed.  The BBD file is not updated.

d.   Select eXit and the system login screen is displayed.

7.9.1.6  Outputs.  No reports are printed during this process.  The BBD file and Screen AJK-002 are updated.

7.9.2  Delete Bulletin Board Message Process.  Use this process to delete messages on the DFO Bulletin Board - IFA Screen AJK-002.  When you want to create a new message, use it to delete the existing message.  When you confirm your entries, the data is deleted from the DFO database using the UUCP utility.

7.9.2.1  Processing Restrictions.  None.

7.9.2.2  Processing Materials.  None.

7.9.2.3  IFA - Delete Bulletin Board Message Screen AJK-728.  To delete an existing bulletin board message, select Option B from the Bulletin Board Command Menu. The IFA - Delete Bulletin Board Message Screen (fig. 7.9-8) is displayed.  The last message you added or changed is displayed.

```
[                                                                    ]
DATE: [25 Nov 00]         BULLETIN BOARD FILE                AJK-728
                  [IFA  - DELETE BULLETIN BOARD MESSAGE]
[1.  The next menu board meeting is scheduled for 07 Dec 00.  We will discuss  ]
[ the requirements for December and plan for the upcoming Christmas holidays.  ]
[                                                                    ]
[2.  The following  training classes will be held in the 2nd Bn training      ]
[ classroom at 0800 and 1400:                                        ]
[                                                                    ]
[        Field Food Service Sanitation         04 Dec               ]
[        Army Field Feeding System (AFFS)      05 Dec               ]
[        AFMIS Policies and procedures         05 Dec               ]
[        TB MED 530 Sanitation Certification                        ]
[                          exam          06 Dec                     ]
[                                                                    ]
[   You can send up to three personnel to each session.             ]
[                                                                    ]
[                    Have a beautiful day !!!!                       ]


         [Enter 'Y' to confirm or 'N' to cancel.  Depress <ESCAPE>:] [ ]
```

Figure 7.9-8.  IFA - Delete Bulletin Board Message Screen (AJK-728).

a.  The cursor is positioned in the CONFIRM field.

(1)  Enter Y to delete your message from the DFO Bulletin Board File (BBD).  Press [ESC] and a message is displayed:  **Deleting bulletin board message.  Please wait.**  Then, the IFA File Maintenance Menu is displayed.

OR

(2)  Enter N and press [ESC].  A message is displayed:  **Delete was not confirmed. Message will remain on database.**  Then, the IFA File Maintenance Menu is displayed.

b.  To exit this menu, enter R.  The IFA Options Menu is displayed.

c.  To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.9.1.5 for processing instructions.

7.9.2.4  Outputs.  No reports are printed during this process.  Your message is deleted from the BBD file and Screen AJK-002.

7.10  Dining Facility Inquiry Access Subfunction.

a.  Use this subfunction to add and change the permissions of Food Advisory personnel, to access specific dining facilities in the Dining Facility Inquiry process.  This subfunction will also print the entire access roster for the installation.  This subfunction contains two processes and two exit options:

(1)  Grant / Revoke Inquiry Access (para 7.10.1).

(2)  Print Inquiry Access Roster (para 7.10.2).

(3)  Exit the Dining Facility Inquiry Menu and return to the IFA File Maintenance Menu or system login screen.

b.  To access the Dining Facility Inquiry Menu from the IFA Files Maintenance Options Menu, select the options in figure 7.10-1.
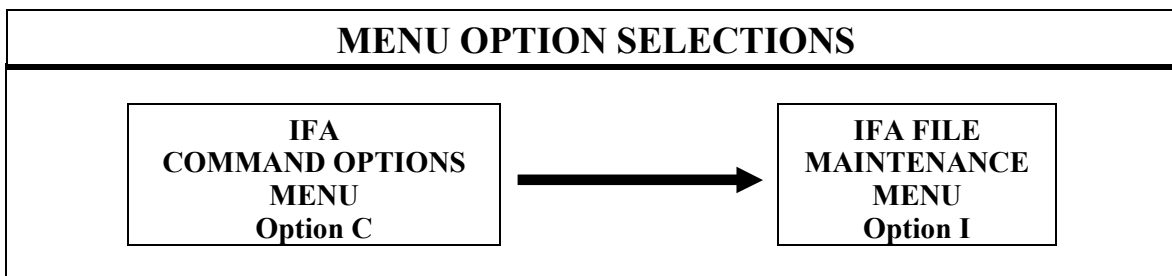
---

**MENU OPTION SELECTIONS**

| IFA COMMAND OPTIONS MENU Option C | → | IFA FILE MAINTENANCE MENU Option I |
|---|---|---|

---

Figure 7.10-1.  Dining Facility Inquiry Access Menu Selection.

c.   The Dining Facility Inquiry Access Menu (fig. 7.10-2) is displayed.

```
DFO INQUIRY ACCESS MENU:   A  B  R  X
Grant/Revoke Inquiry Access


DATE:  28 Nov 00     DINING FACILITY INQUIRY ACCESS MENU            AJK-214


---------------------------------------------- Press F8 for Help ------------


                   OPTION CODE   RING MENU SELECTION OPTIONS


                       A         GRANT / REVOKE INQUIRY ACCESS


                       B         PRINT INQUIRY ACCESS ROSTER


                       R         RETURN TO INSTALLATION FILES MAINTENANCE MENU


                       X         EXIT IFA PROCESSING



        SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.10-2.  Dining Facility Inquiry Access Menu (AJK-214).

7.10.1  Grant / Revoke Inquiry Process.  Use this process to grant (add) and or revoke access permission for Food Advisor personnel to monitor individual dining facilities in the Dining Facility Inquiry process.

7.10.1.1  Processing Restrictions.  None.

7.10.1.2  Processing Materials.  None.

7.10.1.3  Grant / Revoke Inquiry Access Message Screen AJK-098.  To grant and/or revoke access permission, select Option A from the Dining Facility Inquiry Access Menu.  The Dining Facility Inquiry Access Screen (fig. 7.10-3) is displayed.

```
[                                                                ]
DATE: [28 Nov 00 ]       DINING FACILITY INQUIRY ACCESS          AJK-098



                         LOGIN ID: [          ]

   This process updates the dining facility inquiry access roster.

   Either enter the login ID of the user for whom you want to grant or revoke

   access to dining facility records or press <F5> to pick.




   PRESS <DELETE> TO INTERRUPT PROCESSING.
   Enter a login ID, and press <ESC>.

```

Figure 7.10-3.  Dining Facility Inquiry Access Screen (AJK-098).

a.   The cursor is positioned in the LOGIN ID field.

(1)   Enter the login ID for the food advisor you want to grant or revoke permissions, and press [ESC].  If the login ID you enter is not on file, the message **LOGIN ID [_____] NOT ON IFA ACCESS FILE (IFAA) - PLEASE REENTER** is displayed.  The cursor returns to the LOGIN ID field.


(2)   When you enter a valid login and press [ESC], the Dining Facility Inquiry Access For _____ AJK-212 is displayed.  See paragraph 7.10.1.4 for processing instructions.

b.   To display a list of Login IDs available on the installation, Press F5 for the Dining Facility Login ID Overlay Screen.  See figure 7.10-4.

```
DATE: [28 Nov 00 ]       DINING FACILITY INQUIRY ACCESS           AJK-098



                        LOGIN ID: [           ]
                          +---------------------------------------+
   This process updates the dining|                                       |
                                  |                                       |
   Either enter the login ID of th|                                       |
   access to dining facility recor|                             AJK-215|
                                  |                                       |
                                  | USE <F3>/<F4>/ARROW KEYS TO PLACE CURSOR|
                                  | ON ACTIVITY CODE DESIRED AND PRESS <ESC>|
                                  |                                       |
                                  |    fa25          FA25                 |
   PRESS <DELETE> TO INTERRUPT PRO|    fa25a         FA25A                |
   Enter a login ID, and press <ES|    fa25b         FA25B                |
                                  |    fa25c         FA25C                |
                                  |    fa45          FA45                 |
                                  |                                       |
                          +---------------------------------------+
```

Figure 7.10-4.  Dining Facility Inquiry Access Login ID Overlay Screen (AJK-215).

c.   The cursor is positioned in the first field of access list.

d.   Use the [Enter] or ARROW keys to scroll through the list line by line.

e.   Use the [F3] key to page forward and the [F4] key to page back.

f.   When you finish your review of the access roster, move the cursor to the login for which access is to be granted and press [ESC].  The Dining Facility Inquiry Access For Screen AJK-212 is displayed.  See paragraph 7.10.1.4 for processing instructions.

g.   To interrupt processing from the Overlay Screen, press [DELETE].  The Process Interrupt Ring Menu is displayed.  See paragraph 7.10.5 for processing instructions.

NOTE: If the login ID you select does not have any dining facilities assigned to review, the message **This user has not been assigned any activities to view** is displayed. However, you will be able to use Screen AJK-212 to grant permissionsfor any IFA you choose.

7.10.1.4  Dining Facility Inquiry Access For _____ Screen AJK-212. This screen (fig. 7.10-5) is displayed when you enter a login ID or choose a login ID from the Overlay Screen. Use it to grant or revoke the permissions you want.

```
DATE:  28 Nov 00    DINING FACILITY INQUIRY ACCESS FOR fa25        AJK-212



  ACTIVITY
    CODE     DINING FACILITY NAME         ACCESS


   ALL       ALL DINING FACILITIES
   000102    HHC 125TH SIGNAL DINING FACILI   X
   000108    C-QUAD DINING FACILITY           X   F3 Key scroll forward
   000114    A QUAD DIN FAC SCHO BKS HI        X   F4 Key scroll backward
                                                  <ESC> Key Update & exit
                                                  <DEL> Key Interrupt Menu
                                                  Use arrow keys to move
                                                  between rows


 ENTER X to grant access or blank to revoke.


```

Figure 7.10-5.  Dining Facility Inquiry Access For _____ Screen (AJK-212).

a.  Eight dining facilities are displayed at a time on each screen. The cursor is positioned in the ACCESS field for ALL dining facilities.

b.  Use the [Enter] or ARROW keys to scroll through the list line by line.

c.   Use the [F3] key to page forward and the [F4] key to page back.

d.   Enter X in the ACCESS column for each dining facility this login will have access to, or enter X in the ALL DINING FACILITIES field to grant permissions for all facilities.  If you enter an X in the ALL field, you cannot select another facility.

e.   After you make the selection(s) you want, press [ESC].  A message **The changes have been completed** is displayed.  Then, the Process Another Ring Menu is displayed.

```
PROCESS ANOTHER USER:    PROCESS   RETURN   EXIT
Process another user
```

Figure 7.10-6.  Process Another User Ring Menu.

f.   Select PROCESS and the Dining Facility Inquiry Access Screen AJK-098 is displayed.  You can enter another login ID.

g.   Select RETURN and the Dining Facility Inquiry Access Menu AJK-214 is displayed.  You can choose another option.

h.   Select EXIT and the system login screen is displayed.

7.10.1.5  Process Interrupt Ring Menu.  This ring menu (fig. 7.10-7) is displayed when you press [DELETE] to interrupt processing.  Use it to continue processing, start over, return to the Dining Facility Inquiry Access Menu, or exit processing.

```
PROCESS INTERRUPT:    CONTINUE   START OVER   DISCARD & RETURN   EXIT
Ignore interrupt and continue normal processing on this screen
```

Figure 7.10-7.  Process Interrupt Ring Menu.

a.   Select CONTINUE and the cursor moves back to the last data entry field you completed.

b.   Select START OVER and the cursor moves back to the beginning of the process.

c.   Select DISCARD & RETURN and the Dining Facility Inquiry Access Menu is displayed.  The Inquiry Access file is not updated.

d.   Select EXIT and the system login screen is displayed.

7.10.1.6  Outputs.  No reports are printed during this process.  The Inquiry Access file is updated.

7.10.2  Print Inquiry Access Roster Process.  Use this process to print the roster of Food Advisor logins that have been granted access to the dining facility inquiry process.  This report lists the food advisor login, the activity code and dining facility name for each of the dining facilities for which the login has been granted access.

7.10.2.1  Processing Restrictions.  None.

7.10.2.2  Processing Materials.  None.

7.10.2.3  Dining Facility Inquiry Access Roster Report Screen AJK-099.  To print the Dining Facility Inquiry Access Roster Report, select Option B from the Dining Facility Inquiry Access Menu. The Dining Facility Inquiry Access Roster Report Message Screen (fig. 7.10-8) is displayed.

```
[                                                                      ]
DATE: [28 Nov 00]    DINING FACILITY INQUIRY ACCESS ROSTER REPORT       AJK-099



            ENTER THE NUMBER OF REPORTS UP TO 5 AND PRESS <ESC>.



```

Figure 7.10-8.  Dining Facility Inquiry Access Roster Report Screen (AJK-099).

a.   The cursor is positioned in the ENTER NUMBER OF REPORTS field.

b.   Enter the number of reports you want, (up to a five copies), and press [ESC].  The message **Generating Inquiry Access Roster... please wait** is displayed while the report is formatted and sent to the printer.

c.   After the report is printed, the Dining Facility Inquiry Access Menu AJK-214 is redisplayed.

c.   To interrupt processing, press [DELETE].  An Interrupt Ring Menu is displayed.  See paragraph 7.10.1.5 for processing instructions.

7.10.2.4  Outputs.  The Dining Facility Inquiry Access Roster is produced during this process. You can print this report as you need it, but you are not required to keep a copy.  See Appendix C for an example of this report.

7.11  DFO - TISA MIF Reconciliation.  Use this subfunction to reconcile the DFO master item and inventory files with the TISA master item file.  This process should should be run periodically to ensure the files stay reconciled.  **This process will not change the TISA master item file.** This process should not be run with other personnel logged into AFMIS.

7.11.1  Processing Restrictions.  This subfunction locks records in the Master Item Files.  This process should not be run with other personnel logged into AFMIS.  Contact the SA and have personnel on the system to log off and have connect priveleges revoked for all other useres prior to starting the process.

7.11.2  Processing Materials.  None.

7.11.3  DFO - TISA MIF Reconciliation Processing.  To start the reconciliation, select Option J from the IFA File Maintenance Menu.

        a.   A warning screen is displayed (fig. 7.11-1):  You should not start this process until a "0" appears in the message, **BESIDE YOURSELF, THERE ARE [  9] OPERATORS CURRENTLY LOGGED IN.**.

```
DATE:  [28 Nov 2000]                                              AJK-223


                  TISA - DFO MASTER ITEM FILE RECONCILIATION


                             WARNING SCREEN


     THE RECONCILIATION PROCESS LOCKS THE MASTER ITEM FILE INVENTORY TABLE.


 THIS PROCESS SHOULD NOT BE EXECUTED WHILE OTHER AFMIS OPERATORS ARE LOGGED IN.


      BESIDE YOURSELF, THERE ARE [  6] OPERATORS CURRENTLY LOGGED IN.


                        ENTER OPTION CODE 1 TO EXIT
                                         2 TO CONTINUE


                        OPTION CODE [ ]
[                                                                 ]
```

Figure 7.11-1.  DFO - TISA MIF Reconciliation Warning Screen (AJK-223).

        (1)   Enter 1 and press [Enter] to stop processing and return to the File Maintenance Menu.

                                    OR

        (2)   Enter 2 to start  processing.  The TISA - DFO Master Item File Reconciliation screen (fig. 7.11-2) is displayed.

```
DATE:   28 Nov 2000                                              AJK-224


                 TISA - DFO MASTER ITEM FILE RECONCILIATION


NSN:       -    -    -                      RECORD      OF


                 TISA                            DFO


ITEM NAME:
UNIT OF ISSUE:
PRICE:
SOURCE:
PERISHABILITY:
DVD DEL SCHED:


PROBLEM:


     LOADING ARRAY
```

Figure 7.11-2.  DFO - TISA MIF Reconciliation Screen (AJK-224).

  b.   After the array is loaded, one of the following three screens (figs. 7.11-3 thru 7.11-5) appear depending on the condition that results in the first error condition.

   (1)  In all cases until you reach the end of the mismatch conditions, you enter a Y to fix the DFO files and the next error condition is displayed, or you enter N to leave the error condition and the next error condition is displayed.

   (2)  At any time you can press [ESC] to stop processing and return to the Files Maintenance Menu.  Pressing [ESC] merely interrupts processing,  When you choose to continue processing, the records previously fixed will be skipped over; however, all records responded to with an "N" come up again since the error condition was not fixed.

7.11.3.1  Error Message:  **Item cannot be ordered by on-line dining facilities.**  This error condition (fig. 7.11-3) arises when the stock number is on the TISA MIF but not on the DFO MIF.  In most cases you want the dining facilities to be able to order anything that is on the TISA MIF, so you would enter "Y" to add the item to the DFO files.  In some cases like hospital items you may not want the dining facilities to order the items, so you would enter "N".  In either case, the next error condition is displayed.

```
DATE:   28 Nov 2000                                          AJK-224


               TISA - DFO MASTER ITEM FILE RECONCILIATION


NSN:  8900 - 00 - Z84 - 0000      TISA MIF  RECORD   1  OF   677


                    TISA                      DFO


ITEM NAME:      WATER (SPEC OR)
UNIT OF ISSUE:  EA
PRICE:           $793.80
SOURCE:         E
PERISHABILITY:  S
DVD DEL SCHED:


PROBLEM:   Item cannot be ordered by on-line dining facilities.




Allow item to be ordered by on-line dining facilities?  Y/N

```

Figure 7.11-3.  DFO - TISA MIF Reconciliation Screen-Error Condition Example-(AJK-224).

7.11.3.2  Error Message:  **TISA and DFO MIF values differ as shown above.**  This error condition (fig. 7.11-4) arises when the stock number has different information on the TISA MIF than it has on the DFO MIF.  A "Y" should be entered in response to this condition nearly every time.

```
DATE:   28 Nov 2000                                               AJK-224


                 TISA - DFO MASTER ITEM FILE RECONCILIATION


NSN:   8905 - 00 - 044 - 1854       TISA MIF  RECORD    7  OF   677


                   TISA                          DFO


ITEM NAME:      PIG FEET FRONT RAW   30LB    PIGS FEET FRZ
UNIT OF ISSUE:  GL                           LB
PRICE:             $0.53                       $0.38
SOURCE:         D                            D
PERISHABILITY:  P                            P
DVD DEL SCHED:


PROBLEM:   TISA and DFO MIF values differ as shown above.




Update DFO data to match TISA?  Y/N
```

Figure 7.11-4.  DFO - TISA MIF Reconciliation Screen-Error Condition Example-(AJK-224).

7.11.3.1  Error Message:  **Item is not available for issue.**  This error condition (fig. 7.11-5) arises when the stock number is on the DFO MIF but not on the TISA  MIF.  "Y" should be entered unless the item is going to be added to the TISA MIF, since the dining facility will not receive the item from TISA or a vendor.

```
DATE:   28 Nov 2000                                              AJK-224


                 TISA - DFO MASTER ITEM FILE RECONCILIATION


NSN:  8905 - 00 - 222 - 2222      TISA MIF  RECORD   22  OF   677


                    TISA                         DFO


ITEM NAME:                           GROUND TURKEY
UNIT OF ISSUE:                       LB
PRICE:                                   $1.22
SOURCE:                              D
PERISHABILITY:                       P
DVD DEL SCHED:


PROBLEM:   Item is not available for issue.




Flag for Deletion?  Y/N
```

Figure 7.11-5  DFO - TISA MIF Reconciliation Screen-Error Condition Example-(AJK-224).

7.11.4  Outputs.  The Recipe Number and NSN Exception List Report (PCN AJK-GV1), Recipe Cost Program Error Report (PCN AJK-GV2), and Report of Recipe Cost Which Exceeds Limits (PCN AJK-GV3) are printed.  You are not required to file these reports.  See Appendix  C for examples of these reports.

7.12  Accounting Classification Update Subfunction.

a.    Use the Accounting Classification Update Subfunction to review, update, and delete accounting classifications.  The information is transferred directly to the dining facility.  The dining facility uses this information to process turn-ins to the Finance and Accounting Office (FAO) or financial institutions.  This subfunction contains four processes and two exit options:

(1)    Enter Accounting Classifications (para 7.12.1).

(2)    Review Accounting Classifications (para 7.12.2).

(3)    Delete Accounting Classifications(para 7.12.3).

(4)    Print Report (para 7.12.4).

(5)    Exit the Accounting Classifications Menu and Return to the IFA File Maintenance Menu and Exit IFA processing.

b.    To access the Cash Meal Cost Menu from the IFA Command Menu, select the options in figure 7.12-1.

| MENU OPTION SELECTIONS |
|---|
| IFA COMMAND MENU Option C  →  IFA FILE MAINTENANCE MENU Option K |
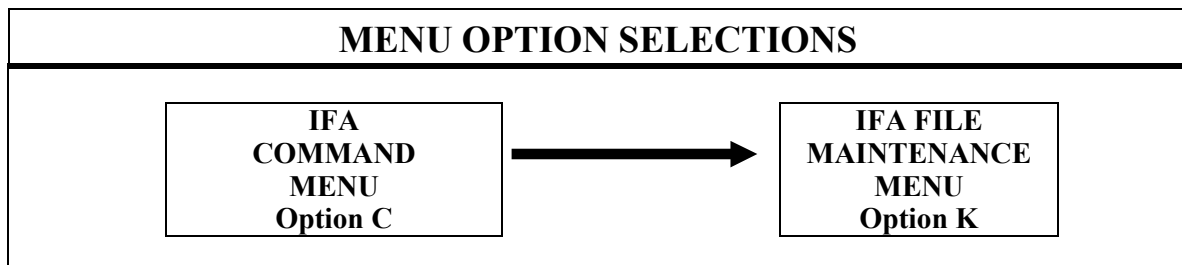
Figure 7.12-1.  Accounting Classification Menu Selection.

    c.  The Accounting Classification Menu (fig. 7.12-2) is displayed.

```
ACCOUNTING CLASSIFICATION MENU:   A  B  C  D  R  EXIT
Enter accounting classifications


 DATE:  20 Nov 2000     ACCOUNTING CLASSIFICATION MENU          AJK-308


---------------------------------------------- Press F8 for Help -----------


                   OPTION CODE  RING MENU SELECTION OPTIONS


                      A         ENTER ACCOUNTING CLASSIFICATIONS
                      B         REVIEW ACCOUNTING CLASSIFICATIONS
                      C         DELETE ACCOUNTING CLASSIFICATIONS
                      D         PRINT REPORT

                      R         RETURN TO FILES MAIN MENU
                      X         EXIT THE IFA PROCESSING



     SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 7.12-2.  Accounting Classification Menu.

7.12.1  Accounting Classification Process.  Use this process to enter Accounting Classifications.  This information is used in the DFO subsystem to display the correct Accounting Classification on the facsimile DD Form 1131 for the date that the turn in is produced.

7.12.1.1  Processing Restrictions.  Tomorrow's date or later must be used as the new effective date.  The data displayed when screen AJK-107 appears initially is the information entered for most current effective date in the system.  Example: if the system date is 1 April 1997, and there are two records in the system, (1 Dec 96 and 1 Oct 97) the data for 1 October 1997 will be displayed.

---

**NOTE:**  You can now enter new accounting classifications **when you get them**.  The system now uses the effective date entered with the new data.  You **no longer** have to try to orchestrate getting all headcount entered or all cash collection vouchers printed before the new data can be entered.  The system will automatically use the correct accounting classification data when Cash Collection Vouchers are prepared in the system.  For Cash Collection Vouchers, the system matches the meal through date with the effective date.

---

7.12.1.2  Processing Materials.  Use the information provided by you Finance and Accounting Office to enter the new classifications..

7.12.1.3 Accounting Classification Data Screen AJK-310.  To enter new accounting classifications for a future date, or to change the data already entered for a future date, select Option A from the Accounting Classification Menu..  The Accounting Classification Data Screen (fig. 7.12-3) is displayed.  The newest data is displayed.  The further in the future the newer the data; example, with a system date of 1 April 2000, 1 Oct 2000 is newer than 1 Sep 2000.

```
DATE:   20 Nov 2000     ACCOUNTING CLASSSIFICATION DATA     AJK-310


                        EFFECTIVE DATE:   01 Oct 2000
 MEAL COST CLASSIFICATION:
  2112020000022-C-0 933P20209226BC099 999114P00 0114P


 INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 00P0000094619794J 0000794J


 FIELD MEAL COST CLASSIFICATION:
  2112020000022-C-0 933P20209226BC099 999114P00 0114P


 FIELD INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 00P0000094619794J 0000794J




Do you wish to create a new record?  Enter Y/N
                 Press <DELETE> to exit this screen.
```

Figure 7.12-3. Accounting Classification Data Screen (AJK-310).

      a.   Enter N in response to the prompt **Do you wish to create a new record?  Enter Y/N** the system will prompt that this record was not changed, and the Accounting Classification Menu is displayed

<div align="center">OR</div>

      b.   Enter Y in response to the prompt **Do you wish to create a new record?  Enter Y/N.** and you will be able to enter a new record.  On all fields except the enter new effective date field which will appear at the bottom of the screen when you press [Enter] on the Field Installation OMA Classification field, you can press [Enter] to accept the value displayed or enter a new value and press [Enter].

      (1)   The cursor is positioned in the MEAL COST CLASSIFICATION field.

      (a)   Enter the meal cost classification and press [Enter] to change or press [Enter] to accept value displayed.

      (b)   Enter the installation OMA classification and press [Enter] to change or press [Enter] to accept value displayed..

      (c)   Enter the field meal cost classification and press [Enter] to change or press [Enter] to accept value displayed.

      (d)   Enter the field installation OMA classification and press [Enter] to change or press [Enter] to accept value displayed.

      (2)   Enter the effective date for the data displayed and press [Enter].

      (3)   See figure 7.12-4 for an example of a completed screen with all data to include the effective date entered.

```
DATE:   20 Nov 2000      ACCOUNTING CLASSSIFICATION DATA     AJK-310


                        EFFECTIVE DATE:   01 Oct 2000
 MEAL COST CLASSIFICATION:
  2112020000022-C-0 CHANGE FOR MANUAL 999114P00 0114P


 INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 CHANGE FOR MANUAL 0000794J


 FIELD MEAL COST CLASSIFICATION:
  2112020000022-C-0 CHANGE FOR MANUAL 999114P00 0114P


 FIELD INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 CHANGE FOR MANUAL 0000794J



           Enter the new effective date for this data: [10][OCT][00]

Enter year (yy)
                 Press <DELETE> to exit this screen.
```

Figure 7.12-4.  Accounting Classification Data Screen - All Entries.

      (4)   See figure 7.12-5 for an example of a completed screen with prompt that appears when an effective date is entered that is equal to an effective date on the file.

      (a)   Enter Y at this prompt to change the data on the record for the effective date entered.

<div align="center">OR</div>

(b)   Enter N at this prompt to change the effective entered to create a new record for a different date.  The system will return to the date field to enter a new effective date.

```
DATE:   20 Nov 2000     ACCOUNTING CLASSSIFICATION DATA     AJK-310


                       EFFECTIVE DATE:   25 Dec 2000
 MEAL COST CLASSIFICATION:
  2112020000022-C-0 IDENTICAL DATE    999114P00 0114P


 INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 IDENTICAL DATE     0000794J


 FIELD MEAL COST CLASSIFICATION:
  2112020000022-C-0 IDENTICAL DATE    999114P00 0114P


 FIELD INSTALLATION OMA CLASSIFICATION:
  2112020000082.C00 IDENTICAL DATE    0000794J




          Enter the new effective date for this data: [25][DEC][00]


This date is already in use.  Do you want to replace the data.  Enter Y/N
                 Press <DELETE> to exit this screen.
```

Figure 7.12-5.  Accounting Classification Data Screen - Change Existing Record.

(4)   To interrupt processing, press [DELETE].

c.   When you finish your entries, press [Enter].  The Accounting Classification Update Menu is redisplayed.

d.   To exit this menu, enter R.  The Installation File Maintenance Menu is displayed.

7.12.1.4  Outputs.  No reports are printed during this process.  After you enter the data the updated information is transferred to the DFO subsystem for use when headcount is entered for effective date or later and or when a cash collection voucher is prepared for meal dates equal to or greater than the effective date.

7.12.2  Review Records Process.

a.   Use the Review Records Process to review accounting classifications.

b.   To access the Accounting Classification Data Review Menu from the IFA Command Menu, select the options in figure 7.12-6.

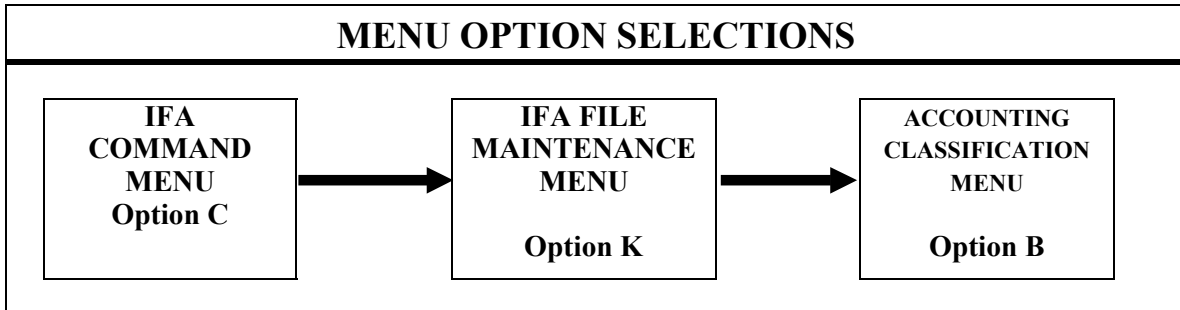| MENU OPTION SELECTIONS | | |
|---|---|---|
| **IFA COMMAND MENU Option C** | **IFA FILE MAINTENANCE MENU** <br><br>**Option K** | **ACCOUNTING CLASSIFICATION MENU** <br><br>**Option B** |

Figure 7.12-6.  Accounting Classification Review Menu Selection.

7.12.2.1  Review Accounting Classifications Subprocess.  Use this subprocess to review accounting classifications for garrison and field food costs and OMA charges.

7.12.2.1.1  Processing Restrictions.  None.

7.12.2.1.2  Processing Materials.  Use the information provided by your local FAO to review the account classifications in the system to ensure they are correct.  Pay particular attention to the effective date as it must be correct as well.

7.12.2.1.3 IFA Account Classification Review Screen AJK-309. To review the accounting classifications, select Option B from the Accounting Classification Menu. The IFA Account Classification Review Screen (fig. 7.12-7) is displayed.

```
DATE:  20 Nov 2000     IFA ACCOUNT CLASSIFICATION REVIEW     AJK-309


   MEAL COST CLASSIFICATION:             EFFECTIVE DATE:  25 Dec 2000
   2112020000022-C-0 CHANGE FOR MANUAL 999114P00 0114P
   INSTALLATION OMA CLASSIFICATION:
   2112020000082.C00 CHANGE FOR MANUAL 0000794J
   FIELD MEAL COST CLASSIFICATION:
   2112020000022-C-0 CHANGE FOR MANUAL 999114P00 0114P
   FIELD INSTALLATION OMA CLASSIFICATION:
   2112020000082.C00 CHANGE FOR MANUAL 0000794J


   MEAL COST CLASSIFICATION:             EFFECTIVE DATE:  01 Oct 2000
   2112020000022-C-0 933P20209226BC099 999114P00 0114P
   INSTALLATION OMA CLASSIFICATION:
   2112020000082.C00 00P0000094619794J 0000794J
   FIELD MEAL COST CLASSIFICATION:
   2112020000022-C-0 933P20209226BC099 999114P00 0114P
   FIELD INSTALLATION OMA CLASSIFICATION:
   2112020000082.C00 00P0000094619794J 0000794J


     PRESS <F3> Backward; <F4> Forward; <DELETE> to exit this screen.
```

Figure 7.12-7.  IFA Account Classification Review Screen (AJK-309).

      a.  The cursor is positioned on the EFFECTIVE DATE field.  The records for two effective dates are displayed on the screen at a time.  Use of the F3 (move backward by dates) and F4 (move forward by dates) function keys will bring up two new records if available.  Use of the return or arrow keys will scroll the records one at a time.  Example on the above screen if [Enter] is pressed twice record for 1 Oct. 2000 would move to the top, and the next record would appear

      b.  When you finish your review, press [DELETE].  The Accounting Classification Menu is displayed.

      c.  To exit this menu, enter R.  The Installation File Maintenance Menu is displayed.

7.12.2.1.4 Outputs.  No reports are printed during this process.  All account classifications are displayed as you move through the records.

7.12.3 Delete Records Process.  Use this process to delete old records from the Accounting Classification Data for IFA (MCI) file.

7.12.3.1 Processing Restrictions.  Records can not be deleted that are less than 6 months old based on the effective date.  Example, with a system date of 01 October 2000, records with effective dates of 01 April 2000 back to 31 September 2000 can not be deleted.

7.12.3.2  Processing Materials.  The IFA Accounting Classification Report, PCN AJK-HR1 can be used to determine which records are candidates for deletion.

7.12.3.3  Delete Accounting Classification Data Screen AJK-311.  To delete a record, select Option C from the Accounting Classification Menu.  The Delete Accounting Classification Data Screen (fig. 7.12-8) is displayed.

```
DATE:   20 Nov 2000   DELETE ACCOUNTING CLASSSIFICATION DATA    AJK-311


                    EFFECTIVE DATE:  [  ][   ][  ]


 MEAL COST CLASSIFICATION:



 INSTALLATION OMA CLASSIFICATION:



 FIELD MEAL COST CLASSIFICATION:



 FIELD INSTALLATION OMA CLASSIFICATION:




Enter dd
```

Figure 7.12-8.  Delete Accounting Classification Data Screen (AJK-311).

a. The cursor is positioned in the EFFECTIVE DATE field.

    (1) Enter a two-digit day.

    (2) Enter a three-character month.

    (3) Enter a two-digit year.

    (4) The data for the requested date will appear.

    (5) The message **Do you wish to delete this record? Enter Y(es or N(o** is displayed

        (a) Enter Y to delete the record. The message **This record has been deleted.** appears briefly. The Accounting Classification Menu is displayed.

<div align="center">OR</div>

        (b) Enter N to end processing. The record stays in your files. The Accounting Classification Menu is displayed.

b. To exit this menu, enter R. The Installation File Maintenance Menu is displayed.

c. To exit this menu, enter R. The IFA Command Menu is displayed.

7.12.3.4 Outputs. No reports are printed during this process. When you select Y in response to the message, the old record is deleted from the MCI file.

7.12.4 Print Report Process. Use this process to print the IFA Accounting Classification Report, PCN: AJK-HR1 for the records selected. One record prints on each page and the last page is an end page.

7.12.4.1 Processing Restrictions. None.

7.12.4.2 Processing Materials. None.

7.12.4.3  IFA Meal Cost Report Screen AJK-312.  To print a record or records, select Option D from the Cash Meal Cost Update Menu.  The IFA Meal Cost Report Screen (fig. 7.12-9) is displayed.

```
[                                                                    ]
  DATE: [20 Nov 2000]                                    AJK-312
                        INSTALLATION FOOD ADVISOR
                    IFA ACCOUNT CLASSIFICATION REPORT



                          EFFECTIVE DATES

                    [ ]        [12/25/2000 ]
                    [ ]        [10/01/2000 ]
                    [ ]        [10/06/1999 ]
                    [ ]        [10/01/1999 ]
                    [ ]        [10/01/1998 ]
                    [ ]        [10/01/1997 ]
                    [ ]        [           ]
                    [ ]        [           ]


     ENTER AN "X" BY DATES TO BE PRINTED.  PRESS <ESC> WHEN FINISHED.


                   Enter <DELETE> to exit process
```

Figure 7.12-9.  IFA Accounting Classification Report Screen (AJK-312).

a.    The cursor is positioned in the block next to the newest Effective Date field.  The RETURN and arrow keys can be used to move the cursor.

(1)    Place an X in the block(s) next to the record(s) you wish to print.

(2)    When all blocks are correctly marked, press [ESCAPE].

(a)    If one or more blocks is marked with an X, the prompts **Printing - Please wait** and **Report has been sent to printer.** will appear briefly, then the Cash Meal Cost Update Menu is displayed.

OR

(b)    If an X was not entered next to any block, the prompt **NO SELECTIONS WERE MADE AND NO REPORT WILL BE PRINTED.**  appears briefly, then the Cash Meal Cost Update Menu is displayed.

(3)    If [DELETE] is pressed, the interrupt menu appears.

b.    To exit this menu, enter R.  The Cash Meal Cost Menu is displayed.

<u>7.12.4.4 Outputs</u>:  The IFA Accounting Classification Report for the selected dates will be printed.

    c.  To return to the IFA Options Menu, select R from each menu displayed.